**Robert Smith**

**Loan Specialist**

[Today’s Date]

[341 Company Address]  
[Company City, State xxxxx]  
[(xxx) xxx-xxxx]  
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

I am writing this letter in response to your call seeking applicants for the post of Loan Specialist at your firm. I have been working as a Loan Specialist at [YYY Company] for two years now and I am passionate about this job. I am a good communicator and a friendly team player and with my prior experience in this particular field, I am sure I will be a valuable addition to your company.

[XXX Company] is one of the most-sought after companies for anyone who wishes to boost their experience in this field. Over the years, you have stayed true to your vision of creating value for your employees and customers alike. It would be an honour to work alongside professionals in a company with such a global presence as yours.

I hold a Bachelor’s in Accounting and have hands-on experience in the field. Here are some of tasks I perform at [YYY Company]:

* Review loan applications for compliance and accuracy.
* Prepare certificate of eligibility, loan closing notification, etc, as and when required.
* Actively maintain and manage a heavy loan pipeline.
* Notify customers regarding all relevant updates.
* Collaborate with the Executive Loan Committee to assist them in determining appropriate loan products.
* Correspond with related team members in case any additional loan information needs to be documented.

I am a fast learner who is punctual and meticulous with any work I take on. I have a proven track record of generating good results and I do not compromise on quality on the work, however small it may be. If hired, I assure you that my expertise in this field will not disappoint you.

Thank you for your time and patience. If possible, I would like to discuss this further with you in detail.

Sincerely,

[Your Name]

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