

**Robert Smith**

**Loan Underwriter**

[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],

Learning of the requirement for a new Loan Underwriter at \*\*\*\*, I am compelled to write this letter, and submit my resume for your review. I have more than 10 years of experience in the loan and mortgage industry and have been recognized for my accurate and crucial decision-making skills. I believe that my knowledge of various loan products and services, along with my steadfast commitment to the industry would prove to be a valuable asset to your team. I have a successful track record of swiftly and accurately assessing all types of mortgage loan applications, and can identify the potential risks associated with each application. While my resume gives a detailed input into my portfolio, allow me to give you a quick glimpse of my core competencies, and area of responsibilities –

* In my previous role at \*\*\*, I charged several accountabilities such as reviewing and approving loan applications while adhering to specific guidelines, and worked with borrowers, and agents to solve complicated issues that mounted during the course of the application process
* Highly successful in all the roles I have undertaken, with a consistent record of meeting and exceeding goals
* Skilful in communicating with agents, borrowers, and other members of the loan department
* Cross-selling products and constantly thrived to enhance credit union profitability
* Knowledgeable of all latest regulations and compliance measured pertinent to the industry
* Reviewing loan documents to ensure all information was accurate and complete

With my strong knowledge of the mortgage industry, along with my ability to determine the applicant’s loan eligibility, I am well-positioned to accept all challenges related to the role. I would appreciate the opportunity to meet you in person at your earliest convenience. Thank you for your time and consideration.

Sincerely

[Your Name]