

Ann Doe

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May 11, 2021

Joy Whitehouse
Human Resources Director
TCF Corporation
1000 Broadway, Ste. 200
Denver, CO 80202

RE: Job posting #123456, Loan Processor

Dear Joy Whitehouse:

As a lifelong customer of TCF Bank, I was thrilled to see the Loan Processor position you have advertised on Indeed.com. I know TCF values timely, friendly, proactive service that leads to customer loyalty and account-base growth. My proven approach to outstanding customer service has allowed me to significantly contribute to the growth of my previous employers, including Erikkson Financial, where I was personally responsible for 30% of the company's \$12million portfolio.

Over the past seven years, I have gained extensive experience in loan underwriting complimented by a strong background in sales. I processed up to 50 loan applications per day efficiently and accurately while at Erikkson. Of these loans, my average monthly close rate was 95%. I achieved these results partly by building relationships with third-party vendors and collaborating with my team to pave a smooth road for approval.

I know TCF's current plans include implementing a web-based portal to increase ease of customer access and the exchange of documentation. This project is a perfect match for my professional and personal interests! At King Publications, I was selected to develop expertise and provide training to staff when new customer-tracking software was launched. I have even dabbled in web-site design as a personal hobby.

The many successes you see outlined in my resume will definitely translate into customer retention and sales growth at TCF. I'm excited at the prospect of joining your team and will follow up next week to inquire about a potential interview. Thank you for your time and interest.

Sincerely,

Ann Doe

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303.234.5678