**BANK TELLER COVER LETTER**

City, State, Zip Code

Home: 000-000-0000

email@email.com

Dear Mr. Stone,

As a highly skilled Bank Teller, I read your posting for a new Bank Teller with interest. My experience aligns well with the qualifications you are seeking at Southwestern Bank, in particular my role as a Bank Teller at Company Name, and I am certain I would make a valuable addition to your organization.

With more than 10 years’ experience as a Bank Teller, I am adept in money management, customer service, and upsells. Moreover, while my on-the-job experience has afforded me a well-rounded skill set, including first-rate interpersonal and communication skills, I excel at:

Opening new customer accounts and resolving account issues.

Building relationships with branch customers and increasing sales.

Overseeing and mentoring junior tellers and new employees.

Preparing closing reports on daily, weekly, monthly, and quarterly basis.

In addition to my experience and personal qualities, I have a solid educational foundation and a passion for customer service. I am extremely enthusiastic about Southwestern Bank’s focus on modernizing customer relationship strategies and would welcome the opportunity to contribute to your ongoing improvements and continued success.

Please review my attached resume for additional details regarding my expertise and career achievements. I will follow up to request an appointment to discuss how my experience and background meet your needs.

Thank you for your time and consideration.

Sincerely,

Madelynn Wilkinson