**COVER LETTER FOR BANK TELLER**

4/21/20XX

Karyn Shapleigh

Branch Manager

Chase Bank

3730 Scott Street

Poughkeepsie, NY 12603

Dear MS Shapleigh,

I’m writing to you about your open bank teller position. I’d be thrilled to work as a teller at Chase Bank. I’ve been a customer at your Poughkeepsie branch for 10 years and your service and personal treatment are exceptional. My three years in customer service at ABC company have given me the bank teller skills you mention in your job ad—upselling, cash register operation, and record-keeping. In fact, I regularly beat weekly upselling targets by 22% at ABC.

My manager frequently commended my upselling skills. She also assigned me to coach three other employees in cash register operation. That’s because I beat the team average for cash register accuracy by 35% in every quarter. I also handled all record keeping with zero errors, thanks to my natural vigilance and attention to detail.

I know Chase Bank is working to maintain its reputation as a customer service leader in the banking world. That makes this teller position the perfect fit for me. Using my existing customer service skills and money-handling skill set in the banking world will create a satisfying job where I can use my talents to the fullest.

Can we set aside some time to talk about how my upselling, cash register skills, and record-keeping can contribute to customer service excellence at Chase?

Sincerely,

Alice Waterhole, Bank Teller

845-418-1827

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