**LETTER TEMPLATE**

**BANK TELLER COVER LETTER**

**[Today’s Date]**

**[Hiring Manager’s Name]**

**[Company Address]**

**[Company City, State xxxxx]**

**[(xxx) xxx-xxxx]**

**[hiring.manager@gmail.com]**

Dear **[Mr./Ms./Mx.] [Hiring Manager’s Last Name],**

I’m thrilled to be applying for the open Head Teller position at Jamestown Federal Credit Union, for which I saw your job posting on LinkedIn. The posting indicated that you’re looking for an experienced bank teller with excellent customer service and math skills, who won’t require training. With over 10 years of experience as a bank teller, I’m pleased to say that I fit the bill perfectly.

You mentioned needing an experienced bank teller who’s efficient but detailed and can work immediately without supervision. With that in mind, here are some of my relevant achievements:

Process 25+ customer transactions per hour with extreme attention to detail

Respond to customer account inquiries totaling 130+ weekly accounts

Balance automated teller machines, teller cash dispensers, and teller cash recyclers, often totaling more than $100,000

Furthermore, as part of my current role at E&G Bank I’ve been entrusted with training two bank tellers, one junior, and one senior. The senior teller will replace me in my current position within the month, which is when I will be moving to Arizona. I would love to have the opportunity to continue providing my services as a bank teller with Jamestown Federal Credit Union and demonstrate my value as an employee.

With my 10+ years of bank teller experience and ability to train new employees, I firmly believe that I’m the candidate you’re looking for. I look forward to discussing this position with you in more detail. I’ll be able to satisfy any questions you have about my prior experience and demonstrate that I’ll be an asset for your bank.

Best,

**[Your Name]**