**BANK TELLER COVER LETTER**

Date

Heather Millar

Hiring Manager

First Bank

8 Industry Place

New York, NY 10021

Dear Mrs. Millar

In response to your job posting for a Teller on your company’s website, I have attached my resume for your consideration.

My banking experience and the skills I have gained are readily adaptable to meet your specific needs. Some of the key skills that I believe make me a strong candidate for the position include:

* X months experience efficiently handling a wide range of financial transactions and service functions to ensure a positive customer experience.
* Accurate processing on average of between 25 - 30 customer transactions per hour.
* Successful record of cross-selling bank products and generating leads to meet sales goals.
* Demonstrated ability to develop partnerships with teammates and specialists to maximize effectiveness.
* Exemplary attendance record to reliably fulfill a schedule that includes both weekends and extended hours.
* Strong computer skills.

I am a highly motivated and hard-working person eager to prove myself in a challenging banking environment. My resume will provide additional details regarding my experience and capabilities, and I am confident it will reinforce my suitability for this position.

I would very much like to discuss this exciting prospect further and would welcome the opportunity to meet with you for an in-depth interview. Thank you for your time and consideration.

Sincerely,

Jane Jobseeker

Your bank