**BANK TELLER COVER LETTER**

Amy Chan

(111) 789-3456

amy.chan@email.com

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Dear Hiring Manager,

I'm delighted to have the opportunity to apply for the Bank Teller position at Foundry Bank. I am extremely detail-oriented and have an intuitive skill in customer engagement. I also pride myself on respecting the deadlines that are set for me as well as achieving any sales goals in a prompt manner. I am excited about utilizing my past experience as a Bank Teller and serving the customers who are a part of Foundry Bank.

During my previous tenure at Crossover Bank, I honed my skills in providing customer service through active engagement for each and every individual I spoke with. I achieved this through product servicing, listening to customer feedback and proactively engaging in marketing activities in order to grow the customer base, which increased by 37% while I worked there.

I am acutely aware of how important it is to maintain a productive and professional level of customer service while conducting customer transactions in order to introduce company products and services. This is an area of my job as a Bank Teller I especially enjoy. I have been able to sell new products at three times the rate as most of the other tellers. My superiors commented quite frequently on my professionalism and not only praised me for it but rewarded me with sales bonuses and recognition within the company.

Thank you for giving me the opportunity to present my skills and background for consideration for the Bank Teller position at Foundry Bank, and I look forward to the opportunity to professionally grow within your company for years to come.

Sincerely,

Amy Chan