**BANK TELLER COVER LETTER**

Dear Human Resources Director:

I just graduated from City High School in the top 10% of my class and I am looking for a job as a bank teller. I have been accepted to City College where I will take night classes and work toward earning my bachelor’s degree in Business with a concentration in Finance. A day job at your bank will help me offset the cost of college tuition. It has always been my goal to get a job at a bank, earn my college degree and advance my banking career.

Attached is a resume listing my accomplishments in high school and my work history at City Sweet Shoppe where I worked after school for the past 2 years. I waited on customers, filled their orders, took their cash or credit cards, made change, and balanced my register at the end of my shift. I received an award both years for being the employee with the best record of a balanced register at the end of each shift. Also attached is a reference letter from Ms. Betty Hayes, the owner of City Sweet Shoppe.

While in high school I took Advanced Placement courses to prepare for college and also took business courses to help prepare me for a career in banking. I was an officer in the Future Business Leaders of America (FBLA) Club all 4 years of high school serving as president of the club my senior year. I was also a member of the Beta Club, served as a homeroom representative in the Student Government Association (SGA) and played Varsity Golf all 4 years. Attached is a letter of reference from Mr. James Louis, algebra teacher and faculty advisor for the FBLA Club at City High School.

I would greatly appreciate an opportunity to interview for a bank teller job at City Bank and am available at your convenience. I can be reached any time on my cell phone at (555)-555-5555 or via email at [email] Thank you for your consideration and I hope to hear from soon.

Sincerely,

Your Signature

Rebecca Fox