**BANK TELLER COVER LETTER**

Dear Human Resources Director:

My name is Jackie Jones and I have been employed as a teller at Queens Bank as a teller for the last 2 years. I have recently moved into New York City and wish to apply for one of the bank teller jobs at NYC Bank that are advertised in the NY Times online classified ads. I am willing and able to work at any of the city bank branches that have openings. My supervisor at Queens Bank is aware of my recent move and is also aware that I am now looking for employment in the city. She has graciously written a reference letter for me which is attached, but she does ask that I give 2 weeks’ notice at Queens Bank.

I have an associate degree in Business from Community College in Queens and have gained tremendous experience working at Queens Bank. Along with the basic teller duties your ad indicates that you are looking for someone with experience processing cashier’s checks, handling personal money orders, issuing traveler’s checks and exchanging foreign currency. These were some of my duties at Queens Bank and I am already trained in these processes. Your ad also indicates that you are looking for someone with extensive customer service experience who can answer customer questions in detail regarding checking and savings accounts and loans. I have experience in these areas as well.

I hope you will review my attached resume and reference letter and contact me if you have questions, wish to discuss my qualifications, or would like to schedule an interview. My supervisor has indicated a willingness to allow me time off for an interview. I can be reached on my cell phone at (555)-555-5555 or by email at **[email]**.Thank you and I hope to have the opportunity to work for NYC Bank.

Respectfully,

Signature

Jackie Jones