**BANK TELLER COVER LETTER**

Dear Human Resources Director:

My name is Ashley Brown, and I am applying for a position as a bank teller at ABC National Bank. I worked for 3 years as a bank teller at XYZ Community Bank until it closed the doors earlier this month. I was the head teller and among the employees who worked until the last day. I greatly enjoy working with the public and strive to provide superior customer service. I have experience working with both individual and commercial customers, and I have taken several continuing education courses that focus on excellent customer service. I understand that a teller is the face of the bank and I work to ensure that every customer has the best possible experience when visiting the bank.

I have an associate degree in Finance from XYZ Community College and am contemplating a return to college at night to work toward my bachelor’s degree in Business. I realize that a large national bank is busier than a community bank, but I have excellent organizational skills and am confident that I can handle a busy teller window. I have experience setting up new checking and savings accounts, closing existing accounts on customer request, receiving, and processing deposits, taking care of withdrawals, handling loan payments, cashing checks for customers, and transferring funds between different accounts according to the customer’s instructions.

I hope that you will review my attached resume which includes a letter of reference from Martin G. Stevens, the former president of XYZ Community Bank. I am available to come to ABC National any time at your convenience for an interview. I am eager to work for ABC and excited about the prospect of going through your highly regarded training program. I can be reached on my cell phone at (555)-555-5555 or by email at [email] Thank you for your consideration.

Sincerely,

Ashley Brown