[Today’s Date]

[341 Company Address

Company City, State, xxxxx

(xxx)xxx-xxxx

hiring.manager@gmail.com]

Dear Mr./Mrs./Ms. [Hiring Manager’s Name],

I’m thrilled to be applying for the open bank teller position at [Bank Name], which I saw your job posting on [Website Name]. The posting indicated that you’re looking for an experienced bank teller with excellent customer service and math skills, who will not require training. With over 10 years of experience as a bank teller, I’m pleased to say that I fit the bill perfectly.

Although my resume goes into more detail, allow me to show you three bullet points that I think reflect the needs of your bank, as outlined by your job description. Specifically, you mentioned needing an experienced bank teller that is efficient but detailed, and has the ability to work immediately without supervision. With that in mind, here are some of my relevant achievements:

* Process 25+ customer transactions per hour with extreme attention to detail
* Respond to customer account inquiries totaling 130+ weekly accounts
* Balance Automated Teller Machines, Teller Cash Dispensers, Teller Cash Recyclers, often totaling more than $100,000

Furthermore, as part of my current role at E&G Bank I have been trusted with training two bank tellers, one junior, and one senior. The senior teller will replace me in my current position within the month, which is when I will be moving to Arizona. I would love to have the opportunity to continue providing my services as a bank teller with [Bank Name], and demonstrate my value as an employee.

With my 10 years of bank teller experience and ability to train new employees, I firmly believe that I am the candidate you are looking for. I look forward to discussing this position with you in more detail. I will be able to satisfy any questions you have about my prior experience and demonstrate that I’ll be a valuable asset for your bank.

Best,

[Your Name]