

# Sierra Lee

Bank Teller  
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(756) 392-0284

**May 8, 2021**

**Ashleigh Janz**  
Senior Hiring Manager  
Wells Fargo  
(759) 203-5917  
a.janz@youreemail.com

Dear Ms. Janz,

Last year, I was selected to oversee the training of five finance students on their practicum placements. Two went on to become full-time employees following their graduation. I look forward to displaying the same strong leadership and mentorship as a senior teller at Wells Fargo.

As a seasoned professional with 12+ years' experience providing attentive and efficient customer care, the opportunity to further my career at a prestigious institution like Wells Fargo is compelling to me. I believe that I have the organizational skills and comprehensive product knowledge to excel as a team leader. My recent achievements include:

- Leveraging effective cross-selling techniques to increase multi-service uptake by 76% over two years
- Consistently balancing the cash drawer with 100% accuracy since starting my current role in 2014
- Resolving a complex client account issue that had been causing significant issues within just 30 minutes

I would love to meet to discuss how my extensive industry experience and secure understanding of banking procedures can benefit your company. Please don't hesitate to get in touch to schedule an interview.

Sincerely,

*(Insert Signature Here)*

**SIERRA LEE**

P.S. I'm looking forward to telling you why I received a workplace commendation for my contribution to the bank's professional development program in 2019.