

JACOB JACOBSON

Bank Teller
123 Business Rd., Annapolis,
MD 22111
j.jacobson@youremail.com
(123) 111-2222

January 1, 2021

Amy Abrams

Hiring Manager
First Union Bank
(999) 999-9999
amy.abrams@firstunion.org

Dear Ms. Abrams,

Regularly winning Teller of the Month awards at my current branch is just one of the highlights of my career. My hope is that I have an opportunity to continue building that career by filling First Union Bank's open Bank Teller position.

Your bank has a sterling reputation, emphasizing helping new entrepreneurs and first-time homeowners make important changes in their lives. I'd jump at the chance to help uphold that reputation in your Annapolis branch.

I believe my passion for customer service makes me an ideal candidate. To your branch, I'd bring a record of success that includes the following achievements:

- Maintaining a 0% error rate on customers' balances for 24 months and counting
- Using fluency in Spanish and English to work with a diverse range of customers
- Handling between 25 and 35 customer interactions per hour

When your schedule allows, I would love to discuss how I can give your bank's customers the experience they deserve. I am available to talk at a time that suits you.

Sincerely,

(Insert Signature Here)

JACOB JACOBSON

P.S. I'd also like to discuss why several customers have singled me out as their favorite teller!