

Jessica June

Bank Teller
123 Bay Dr., Bay St. Louis, MI, 99852
jjune@youremail.com
(456) 777-8899

April 1, 2021

Jake Smith
Senior Hiring Manager
ABC Bank
(887)-242-2442
jakesmith@abcbank.com

Dear Ms. Smith,

Over my 10-year bank teller career, my ability to listen to my customers' concerns and provide exceptional problem-solving resolutions has earned me a 100% customer satisfaction rating. This accomplishment, along with my extensive experience handling approximately \$500,000 in transactions a day, makes me confident that I can excel in this position at ABC Bank.

ABC Bank's stellar reputation as the best institution to save, borrow and invest money in the state makes me want to become a permanent member of your team. I know that honesty, integrity and dependability in your bank tellers are just as important as top-notch cash handling skills. So, I believe that my reputation as an ethical bank teller with keen attention to detail is illustrated by:

- My approximate 0.2% annual average cash drawer reconciliation discrepancy rate
- My 10 to 15% exceeding of add-on product sales goals each month record
- My 0% bank operation and security procedure defect rate

I look forward to speaking with you more about my banking experience, and I'm available to meet at your convenience.

Sincerely,

(Insert Signature Here)

Jessica June

P.S. Please ask me about my XYZ Bank Excellence in Community Service Award!