

# Raheem Richardson

Bank Teller  
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## Amy Smith

Hiring Manager  
Chase Bank  
(987) 654-3210  
amysmith@chasebank.com

Dear Ms. Smith:

I'm reaching out to apply for the bank teller position with Chase Bank. During my time with Wells Fargo, I received three awards for exceeding goals in both sales and customer service delivery. I am confident that my knowledge and experience within the banking industry will allow me to drive positive results for your company.

Chase Bank's reputation for trust, integrity, and ethical banking practices is what draws me to apply for this opportunity. Throughout my career, I've successfully exceeded sales goals while promoting products that are in the best interest of the customer's long-term financial goals. I can provide valuable contributions to your organization based on my previous successes:

- Supported banking clients with unique needs, recommended banking products based on personal financial goals, and exceeded annual sales quota by up to 50%
- Provide suggestions to clients to deliver ideal banking products, including bank accounts and investment accounts
- Communicated empathetically with bank customers, identified conflict resolutions, ensured positive interactions, and achieved customer satisfaction ratings of 90% to 93%

I look forward to speaking with you further regarding how my expertise in sales and customer service could be a strong asset to your team. Feel free to contact me via phone or email at your convenience. Thank you for your time and consideration.

Sincerely,

*(Insert Signature Here)*

**RAHEEM RICHARDSON**