**Frederick Pierce**

[Street Address]  New York, NY 55900

Phone: (333) 333-3333  Email: [Email Address]

**Today’s date**

Ms. Jessica Obrien, Branch Manager

XYZ Bank

Address, City, State, zip

Re: Bank Teller Position

Dear Ms. Obrien,

I learned that you have an open position of bank teller in the East Forest Park branch of XYZ Bank and would like to apply for the job.

As you read in my attached resume, I have seven years of experience as a bank teller at ABC bank, during which I performed approximately 150 bank transactions daily, totally approximately $350,000.00 each day.   
I assisted with ATM transactions when customers were unable to complete their withdrawals and maintained strong customer relations.

My responsibilities included:

* Opening the bank according to security procedures three times a week.
* Issuing cashier’s checks, traveler’s checks, savings bonds, and fund transfers, and calculated and exchanged foreign currency.
* Refilling the ATM when the bank closed each evening, balancing my own cash drawer and helping the other bank tellers to balance theirs.
* Ensuring that the documentation matched the amounts in the drawer, and verifying cash received from armored cars.
* Training in new bank tellers.

I am meticulously honest and exact.

Confirming my interest and availability for the position of bank teller, I await your response.

Please let me know when it would be convenient to come for an interview.

Thank you,

**Frederick Pierce**

**Enclosed: My Resume**