

Samantha Lee

samantha.lee@email.com

(555) 000-1111

Dear Hiring Manager,

I am writing to express my interest in working as a Bank Teller with your organization. Having graduated recently in Business Administration, I have strong basic knowledge in finance and customer service concepts.

Although I do not have direct banking experience, my previous experience as a front-desk assistant in a university office gave me the skills necessary to manage confidential information, work with diverse groups, and maintain accuracy in a high-stress environment. I am eager to apply these skills to a banking role.

I am particularly drawn to your institution's focus on community outreach and inclusive financial services. I would love the opportunity to be a part of your team and grow within your organization.

Sincerely,

Samantha Lee