

Jane Doe
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(555) 123-4567
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Hiring Manager
Community First Bank

Dear Hiring Manager,

I'm writing to show my strong interest in the position of Bank Teller at Community First Bank. I have over three years of customer service experience and good background in financial operations, and I'm confident I can be of value to your team.

At Capital Credit Union, I managed daily cash handling transactions, settled customer complaints, and had a spotless cash drawer on a daily basis. I take pride in delivering a personalized, constructive experience to every client and have been recognized for my ability to de-escalate explosive situations in a professional and compassionate way.

What fascinates me most in Community First is that you are passionate about community outreach and money literacy. My listening skills, people skills, and passion for detail appear to be a perfect match for your organizational values, and I would feel privileged to be the voice of your branch as a frontline member.

I wish to thank you for considering my application. I eagerly await the possibility of being able to help your continued success.

Best regards,
Jane Doe