

[Your Full Name]
[Phone Number]
[Email Address]
[LinkedIn Profile URL]
[City, State]

[Date]

[Hiring Manager Name]
[Company Name]
[Company Address]

Dear [Hiring Manager Name],

I am writing to express my strong interest in the [Job Title] position at [Company Name]. Having built a solid foundation in retail banking and client financial services as a Bank Teller, I am now pivoting my career toward financial analysis, where I can apply my analytical mindset, attention to detail, and deep understanding of banking operations to drive data-driven decision-making.

During my tenure at [Current/Previous Bank], I managed high-volume financial transactions while maintaining 100% accuracy in cash balancing and regulatory compliance. Beyond standard teller duties, I proactively [mention a specific achievement, e.g., identified trends in client portfolios or assisted with basic credit assessments]. This experience sharpened my ability to interpret financial data and recognize the underlying narratives within balance sheets and transaction histories.

To bridge the transition into financial analysis, I have [mention any relevant certifications, e.g., completed a Financial Modeling course/passed CFA Level 1]. I have developed proficiency in:

- **Quantitative Analysis:** Interpreting complex financial statements and identifying variances.
- **Technical Tools:** Advanced Excel (Pivot Tables, VLOOKUPS), [mention SQL, Tableau, or ERP software].
- **Risk Mitigation:** Applying rigorous auditing standards to ensure data integrity and compliance.

I am drawn to [Company Name] because of [mention a specific company project or value]. I am confident that my background in the "front lines" of finance, combined with my rigorous analytical training, will allow me to provide unique insights to your investment/finance team.

Thank you for your time and consideration. I look forward to the possibility of discussing how my transition from banking operations to financial analysis can benefit [Company Name].

Sincerely,

[Your Name]