

**[Your Full Name]**  
[Phone Number]  
[Email Address]  
[LinkedIn Profile - Optional]

[Date]

[Hiring Manager Name]  
[Bank Name]  
[Branch Address]  
[City, State, Zip Code]

Dear [Hiring Manager Name/"Hiring Manager"],

I am writing to express my enthusiastic interest in the [Job Title, e.g., Bank Teller] position at [Bank Name], as advertised on [Where you saw the ad]. As an aspiring finance professional with a strong foundation in customer service and a meticulous eye for detail, I am eager to contribute to the high standard of service your branch provides to the [Location] community.

Although this would be my first formal role within the banking sector, I have developed a robust set of transferable skills through [mention relevant experience: e.g., volunteer work, internships, or high-volume retail roles]. During my time at [Previous Organization/School], I consistently demonstrated the ability to handle cash transactions accurately, resolve customer inquiries with professionalism, and maintain a calm demeanor in fast-paced environments. My background in [mention a specific skill, e.g., mathematics or hospitality] has prepared me to manage the precise administrative tasks and compliance standards essential for a Bank Teller.

I am particularly drawn to [Bank Name] because of your reputation for [mention a specific bank value, e.g., community involvement or exceptional digital banking]. I am confident that my strong interpersonal skills and dedication to accuracy will allow me to provide a positive experience for your clients while supporting the operational goals of the [Branch Name] team.

I have attached my resume for your review and would welcome the opportunity to discuss how my skills and motivation align with the needs of [Bank Name]. Thank you for your time and consideration.

Sincerely,

[Your Name]