

[Your Full Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Hiring Manager Name]

[Credit Union Name]

[Branch Address]

[City, State, Zip Code]

Dear [Hiring Manager Name],

I am writing to express my interest in the Branch Manager position at [Credit Union Name]. With a strong background in retail banking and a deep commitment to the member-first philosophy that defines credit unions, I am confident in my ability to lead your [Specific Branch Location] team toward continued excellence.

In my previous role as [Current/Previous Title] at [Organization Name], I successfully managed branch operations while consistently exceeding targets for loan growth and member retention. I have a proven track record of:

- Implementing strategies that increased branch deposit volume by [X]%.  
• Mentoring staff to improve cross-selling performance and member service scores.  
• Ensuring strict adherence to regulatory compliance and internal audit standards.  
• Developing community outreach programs to expand the credit union's local presence.

What attracts me to [Credit Union Name] is your reputation for [mention a specific value or initiative, e.g., community involvement/financial literacy]. I am eager to bring my leadership experience to an organization that prioritizes the financial well-being of its members over corporate profits.

Thank you for your time and consideration. I look forward to discussing how my management style and operational expertise can contribute to the growth of [Credit Union Name].

Sincerely,

[Your Signature]

[Your Printed Name]