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[Sample Opening Letter For Bank](#)

LYLE SULLIVAN

1 Main Street , London, UK NW80QE | (020) XXXX XXXX | M: | example-email@example.com

Dear Mr. Stone

As a highly skilled Bank Teller I read your posting for a new Bank Teller with interest. My experience aligns well with the qualifications you are seeking at SouthWestern Bank in particular my role as a Bank Teller at Piedmont Bank and I am certain I would make a valuable addition to your organisation.

With more than 10 years' experience as a Bank Teller I am adept in money management customer service and upsells. Moreover while my on-the-job experience has afforded me a well-rounded skill set including first-rate interpersonal and communication skills I excel at:

- Opening new customer accounts and resolving account issues.
- Building relationships with branch customers and increasing sales.
- Overseeing and mentoring junior tellers and new employees.
- Preparing closing reports on daily weekly monthly and quarterly basis.

In addition to my experience and personal qualities I have a solid educational foundation and a passion for customer service. I am extremely enthusiastic about SouthWestern Bank's focus on modernising customer relationship strategies and would welcome the opportunity to contribute to your ongoing improvements and continued success.

Please review my attached resume for additional details regarding my expertise and career achievements. I will follow up to request an appointment to discuss how my experience and background meet your needs.

Thank you for your time and consideration.

Sincerely

Lyle Sullivan

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