**Robert Smith**

**Bank Cashier**

**1737 Marshville Road, Alabama, (123)-456-7899, info@qwikresume.com www.qwikresume.com**

[Today’s Date]

[341 Company Address]  
[Company City, State xxxxx]  
[(xxx) xxx-xxxx]  
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

With this letter, and my enclosed resume I want to convey my deep interest in the role of Bank Cashier with your \*\*\*\*Bank. As a highly-skilled and motivated professional with experience of 5+ years, I have developed strong customer service skills and interpersonal skills. I am sure that my talent and my ability to learn new technologies relevant to the field make me a valuable addition to your staff and organization. During my previous role at \*\*\*, I spearheaded the department operations by providing outstanding customer service, accurately processing transactions, cross-selling products and services to customers, and motivating customers to meet their financial needs. My core area of responsibilities and accomplishments that makes me a viable fit for this role include-

* Establishing and fostering an exciting and pleasing atmosphere for both customers and employees
* Experience in providing comprehensive client financial transactions while offering outstanding customer service
* Demonstrable success in identifying customer’s needs along with training and mentoring top-performing teams.
* Providing overarching service in account management, new business development, customer needs assessment, and reconciliation of statements.
* Handling a complete range of customer account duties including – opening and closing accounts, recommending optimal bank products, facilitating withdrawals, assisting elderly citizens in opening and dealing with NRI account transfers, and transfer transactions.
* Earning accolades and best employee of the award for the year \*\*\* for my excellence in providing unparalleled customer service.

My banking knowledge along with a steadfast commitment to serve the public, coupled with my ability to multitask, and pay close attention to details, makes me an ideal candidate for this role. Moreover, my strong negotiation skills and interpersonal skills help me to expand the sales of the bank and provide top-notch service for \*\*\*Bank. I am eager to meet you in person so that we can move the matter ahead. Thank you for your time and consideration.

Sincerely,

[Your Name]