

[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],

After reading the post about the vacant position of a Business Banker at your firm, I was excited about the valuable opportunity it presents to me; therefore, I am writing this application to bid for the post. My entire experience of 10 years has helped to develop a profound sense of banking policies, customer relations, and market analysis. I am confident that my qualities and qualifications would satisfy the eligibility criteria.

{Company name xxx} has been consistently serving and satisfying its customers. I admire the company’s respect for its employees and how they motivate their staff members to improve their productivity.

The high spots of my career and my skillsets are:

* Master’s degree in accountancy.
* Ten years of experience.
* Great understanding of client relationships.
* Detail-oriented.
* Level headed.
* Excellent analytical skills.
* Lead a team of professionals.

As an experienced Business Banker, I encourage my team members to give the best of their abilities. I focus on providing a quality service to my clients. I have a good understanding of the field of marketing, customer service, and mergers. Additionally, I customize the schemes as per the clients’ needs. My skills would contribute to the success of your firm.

Thank you for giving attention to my application. I am Looking forward to joining your organization.

Sincerely,

[Your Name]

**Robert Smith**

**Business Banker**