

# Manager Branch Cover Letter

36271 Hyman Roads East Herbert, OR 87307

**Dear Sawyer Schoen,**

In response to your job posting for manager branch, I am including this letter and my resume for your review.

In the previous role, I was responsible for all necessary support in the implementation of new product launches, related activities, and entry into new market segments where applicable.

Please consider my experience and qualifications for this position:

- Retail banking courses/classes should be supplemented with continuing education
- Knowledge of security operations
- Preference given to those with CAIB designation
- Previous management experience would be an asset
- Implement and manage a detailed marketing program to build and attract clientele and manage public relations for assigned branch
- Direct and manage Staffing Specialists customer development activities, including face-to-face customer contact to create and develop a good business relationship with existing and inactive customers and retain and build additional revenues
- Implement and monitor activities designed to recruit, train and retain temporary employees needed to fill all available assignments
- Recruit, select, train, and evaluate Staffing Specialists using guidelines and materials developed by Corporate Headquarters

**Thank you in advance for reviewing my candidacy for this position.**

Sincerely,

Tyler Lang