

# Senior Teller Cover Letter

78029 Leannon Extension New Yolanda, UT 01885

**Dear Reese Krajcik,**

Please consider me for the senior teller opportunity. I am including my resume that lists my qualifications and experience.

Previously, I was responsible for teller Training and Relationship Skills.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Experience with cash handling is preferred
- Knowledge of bank operations, policies and procedures and federal bank regulations
- Knowledge of bank products, services, policies and procedures
- Branch operations knowledge with Teller experience including up-selling, cross-selling and product referrals is preferred
- Prepare journal entries for all daily disbursements while checking for processing accuracy
- Process transactions accurately and efficiently in a fast-paced environment• Demonstrate knowledge of available products and services, manage the audit processes and vault
- Mentor other Tellers on referral/ sales activities and Product Knowledge
- Provide an excellent experience for clients and acting as the face of the Bank

**Thank you for considering me to become a member of your team.**

Sincerely,

Stevie O'Hara