

# Senior Teller Cover Letter

42295 Joshua Unions Alyssamouth, TN 66634

**Dear Hayden Goodwin,**

I am excited to be applying for the position of senior teller. Please accept this letter and the attached resume as my interest in this position.

In my previous role, I was responsible for assists customers with routine inquires regarding account balances and account information.

Please consider my qualifications and experience:

- Conducts outbound calls to customers, providing excellent service and ensuring customer needs are met
- Understands the bank's security policies and procedures
- Utilizes override authority in accordance with established guidelines
- Complies with all communications and directives in a timely manner
- Adheres to established branch operation standards, policies, procedures and regulatory guidelines to protect against risk
- Demonstrates professionalism in appearance, punctuality, and behavior
- May maintain established levels of cash in the vault and determines items that need to be ordered and/or shipped
- May serve as back-up to the Branch Service Supervisor or Relationship Banker, providing coaching and guidance to junior tellers

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

Sincerely,

Dylan Renner