

# Teller Supervisor Cover Letter

360 Harvey Garden North Stantown, VT 07781-9276

**Dear Rory Jones,**

I would like to submit my application for the teller supervisor opening. Please accept this letter and the attached resume.

Previously, I was responsible for flexibility to work a rotating schedule of the department's hours of operation which includes extended hours and weekends.

Please consider my experience and qualifications for this position:

- Creates and maintains a clean, neat, pleasant work environment by maintaining a professional look
- Supervises and schedules the work of all the tellers at the Orland Park branch
- Identify clients, validate and cash checks
- Accept cash and checks for deposit and check accuracy of deposit
- Perform specialized task such as Official Checks, Cash Advances, Coin Sorting
- Receive and verify loan payments and mortgage payments
- Record all transactions promptly, accurately and in compliance with the bank procedures and policies, including placing appropriate holds when applicable
- Balance currency, coin and checks in cash drawer at end of each shift and manage drawer limits

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

Sincerely,

Corey Kozey