

# Teller Supervisor Cover Letter

75048 Sabrina GlenShondaside, IL 29220

**Dear Shiloh Windler,**

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

In my previous role, I was responsible for answer inquiries regarding checking and savings accounts and other bank related products.

Please consider my qualifications and experience:

- Attempt to resolve issues and problems with client's accounts
- Explain and promote bank products and services to customer
- Assists with training of new tellers, providing Supervisor Overrides and other monthly audit functions as needed
- Promote and monitors team participation
- Perform audits and reporting functions as assigned by the Assistant Banking Center Manager
- Assist tellers with difficult situations and approve checks according to policy and procedures
- Perform or assist with training of new tellers, including updating tellers on regulations, procedures and policies
- Supervises and coordinates the day-to-day activities of the Teller line for bank branches including zone scheduling where available

**I really appreciate you taking the time to review my application for the position of teller supervisor.**

Sincerely,

Peyton Wisozk