

Teller Supervisor Cover Letter

6038 Greenholt VilleMedhurstport, HI 94644

Dear Max Wilkinson,

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

In my previous role, I was responsible for assists Tellers in proactively and pleasantly greeting customers to establish a connection and develop rapport, providing outstanding, personalized customer service.

Please consider my experience and qualifications for this position:

- Drives referral performance on the Teller line ensuring Tellers achieve performance and referral goals
- Participates in daily kick-off and huddle activities, weekly sales meetings, and sales and training activities
- Maintains established levels of cash in the vault and determines items that need to be ordered and/or shipped
- Oversees the quarterly Branch Management Operations checklist ensuring all topics are discussed, reviewed, and completed according to policies, procedures and standards
- Remains up-to-date, and ensures Tellers remain up-to-date, regarding branch security policies and procedures
- Serves as branch leader regarding customer satisfaction surveys
- Manages coaching, development and performance of team members
- Proactively engages with the Regional Operations Manager

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

Sincerely,

Indigo Beier