

Teller Supervisor Cover Letter

511 Laurice RoadSchmittshire, HI 06546-8261

Dear Avery Pfannerstill,

In response to your job posting for teller supervisor, I am including this letter and my resume for your review.

In my previous role, I was responsible for schedules tellers' work hours for adequate coverage (monthly, lunches, vacations, personal days) and assign specific job duties.

My experience is an excellent fit for the list of requirements in this job:

- Assists with weekly teller meetings
- Assists and supports upper management in compliance with all regulatory requirements
- Provides exception reporting to VP Branch Operations and Regional Operations Officer
- Assists Regional Operations Officer with administrative tasks to support the overall department
- Monitors teller performance to ensure that bank policies and procedures are being adhered to
- Investigates and resolves teller overages/shortages
- Investigates and helps to resolve client complaints in the teller department
- Maintains knowledge and complies with all bank policies, applicable laws and regulations

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

Sincerely,

Parker Muller