

# Jordan T. Smith

January 16, 2026

Acme Corporation

RE: Bank Teller

Dear Hiring Manager,

I am writing to express my enthusiasm for the Bank Teller position at Acme Corporation, as advertised on your careers page. With a strong background in customer service and financial transactions, I am excited about the opportunity to contribute to your team and provide exceptional service to your clients.

In my previous role at First National Bank, I consistently exceeded performance metrics by 20% through my commitment to providing accurate and efficient customer service. I successfully handled a daily average of 150 transactions, ensuring that each customer experience was both timely and pleasant. Additionally, my attention to detail led to a 15% reduction in transaction errors, which not only enhanced customer trust but also improved the bank's overall operational efficiency.

Moreover, I have received commendations for my ability to resolve customer inquiries and issues swiftly. For instance, I developed a streamlined process for handling customer complaints that resulted in a 30% increase in customer satisfaction scores. I believe these accomplishments demonstrate my capability to thrive in a fast-paced banking environment while maintaining a focus on client relations.

I am eager to discuss how my skills and experiences align with the goals of Acme Corporation and contribute to your reputation for outstanding service. Thank you for considering my application. I look forward to the opportunity to speak with you further about how I can be an asset to your team.

Sincerely,

Jordan T. Smith