

# Jordan Smith

January 16, 2026

Acme Corporation

RE: Career Change Bank Teller

Dear Hiring Manager,

I am excited to apply for the Career Change Bank Teller position at Acme Corporation, which I discovered on your company's careers page. With a strong background in customer service and a keen interest in finance, I am eager to bring my skills to your team and contribute to delivering exceptional banking experiences for your clients.

In my previous role as a Customer Service Representative at XYZ Retail, I successfully managed a high volume of customer inquiries, maintaining a satisfaction rate of over 95%. My ability to resolve issues efficiently and provide tailored solutions not only built trust with clients but also increased repeat business by 20% over my tenure. Additionally, I led a team project to streamline our customer feedback process, which reduced response times by 30%, showcasing my commitment to improving service delivery and operational efficiency.

Transitioning to the banking sector excites me due to my strong analytical skills and attention to detail, which I honed while managing inventory and financial reconciliations in my past role. I am confident that my proactive approach to customer engagement and my eagerness to learn will allow me to excel as a Bank Teller at Acme Corporation. I am particularly drawn to your commitment to community involvement, and I look forward to the opportunity to contribute to such initiatives.

I would love the chance to discuss how my background, skills, and enthusiasm align with the goals of Acme Corporation. Thank you for considering my application; I hope to speak with you soon to further discuss my potential contributions to your team.

Sincerely,

Jordan Smith