

# Jordan Lee Thompson

January 16, 2026

Acme Corporation

RE: Entry Level Bank Teller

Dear Hiring Manager,

I am writing to express my enthusiasm for the Entry Level Bank Teller position at Acme Corporation, which I discovered on your careers page. With a strong interest in finance and customer service, I am excited about the opportunity to contribute to your team and help clients achieve their financial goals.

During my time at University, I successfully managed a student organization's budget, where I implemented a new tracking system that improved our financial reporting accuracy by 30%. This experience honed my attention to detail and strengthened my analytical skills, both of which are essential for a Bank Teller role. Additionally, I interned at a local credit union, where I assisted clients with account inquiries and transactions. My ability to process transactions efficiently while maintaining a friendly demeanor helped our branch achieve a customer satisfaction rating of 95% during my tenure.

I am particularly drawn to Acme Corporation because of your commitment to community engagement and financial literacy initiatives. I believe my proactive approach to learning and customer service will be a valuable addition to your team. I am eager to bring my skills in cash handling and customer relationship management to your esteemed organization.

I would love the opportunity to further discuss how my background, skills, and enthusiasms align with the needs of your team. Thank you for considering my application. I look forward to the possibility of contributing to Acme Corporation as an Entry Level Bank Teller.

Sincerely,

Jordan Lee Thompson