

Jordan Taylor

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Bank Teller

Dear Hiring Manager,

I am excited to apply for the Freelance To Full Time Bank Teller position at Acme Corporation, which I discovered through your company's careers page. With my extensive background in customer service and financial transactions, I am eager to bring my skills to your team and contribute to the outstanding service Acme is known for.

In my previous role as a freelance bank teller, I managed daily transactions for a diverse clientele, processing deposits, withdrawals, and loan payments with an accuracy rate of 99.5%. I implemented a new system for tracking cash flow that reduced discrepancies by 30%, significantly enhancing the operational efficiency of the team. Additionally, my proactive approach to customer engagement resulted in a 15% increase in client satisfaction scores, as I consistently sought out ways to streamline services and improve the overall banking experience for customers.

I am particularly drawn to Acme Corporation's commitment to community involvement and financial literacy programs. I believe that my hands-on experience with clients has equipped me with the ability to communicate effectively and educate customers on banking products tailored to their needs. I am eager to leverage my expertise in a full-time capacity and contribute to the goals of your esteemed institution.

I look forward to the opportunity to discuss how my background and skills align with the needs of your team. Thank you for considering my application; I am excited about the possibility of contributing to Acme Corporation's success.

Sincerely,

Jordan Taylor