

Jordan Smith

January 16, 2026

Acme Corporation

RE: Internship Bank Teller

Dear Hiring Manager,

I am excited to apply for the Internship Bank Teller position at Acme Corporation, as advertised on your careers page. With a strong passion for finance and customer service, I am eager to bring my skills and enthusiasm to your team. I am particularly drawn to Acme Corporation's commitment to community engagement and financial literacy, values that resonate with my own aspirations in the banking sector.

During my time as a part-time cashier at XYZ Retail, I honed my ability to handle transactions efficiently while maintaining a high level of customer satisfaction. I consistently achieved a 95% customer satisfaction rating in post-transaction surveys, thanks to my friendly demeanor and problem-solving skills. Additionally, I took the initiative to streamline our cash handling process, which reduced wait times for customers by 15%, contributing to an overall improvement in store efficiency.

Furthermore, I completed a financial literacy workshop where I developed a curriculum aimed at educating attendees about budgeting and saving. This experience not only deepened my understanding of core banking principles but also allowed me to engage with community members and provide valuable financial guidance. I believe these experiences have equipped me with a solid foundation for the Internship Bank Teller position and the ability to foster positive relationships with customers.

I am looking forward to the opportunity to further discuss how my skills and experiences align with the goals of Acme Corporation. Thank you for considering my application. I am eager to contribute to your team and learn from the best in the industry.

Sincerely,

Jordan Smith