

Jordan Smith

January 16, 2026

Acme Corporation

RE: No Experience Bank Teller

Dear Hiring Manager,

I am writing to express my enthusiasm for the No Experience Bank Teller position at Acme Corporation, as advertised on your careers page. Having a strong interest in finance and excellent customer service skills, I am excited about the opportunity to contribute to your team and support your customers' banking needs.

Though I am new to the banking industry, I bring with me valuable experience that aligns well with the requirements of this role. During my time as a service associate at Retail Mart, I consistently exceeded sales targets by over 20% by building strong relationships with customers and identifying their needs. My ability to handle transactions accurately and efficiently was recognized with the Employee of the Month award, which I believe showcases my dedication to providing excellent service. Additionally, my volunteer work at the local community center involved managing cash transactions for fundraising events, where I learned to prioritize accuracy and attention to detail, skills that are vital for a bank teller.

I am excited about the possibility of bringing my skills and enthusiasm to Acme Corporation. I am particularly impressed by your commitment to community engagement and customer service excellence, and I am eager to contribute positively to your team. I welcome the opportunity to discuss how my background and aspirations align with the goals of Acme Corporation.

Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,

Jordan Smith