

# Jordan Anderson

January 16, 2026

Acme Corporation

RE: Promotion Bank Teller

Dear Hiring Manager,

I am excited to apply for the Promotion Bank Teller position at Acme Corporation, as advertised on your careers page. With my strong background in customer service and financial transactions, I am eager to contribute to your team and help enhance the customer experience at Acme. My passion for banking and commitment to providing exceptional service aligns perfectly with your company's values and mission.

In my previous role as a Bank Teller at XYZ Bank, I consistently exceeded sales targets by 20%, directly contributing to branch revenue. I implemented a customer engagement initiative that increased the promotion of banking products, leading to a 15% rise in new account openings within six months. Additionally, I was recognized for my efforts in streamlining daily operations, where I developed a more efficient cash handling process that reduced discrepancies by 30%. These achievements not only demonstrate my ability to drive results but also highlight my dedication to maintaining accuracy and enhancing customer satisfaction.

I am particularly drawn to the Promotion Bank Teller role at Acme Corporation because of the emphasis you place on building long-term relationships with customers. I am confident that my proactive approach and proven track record in promoting financial products will make a positive impact within your team. I look forward to the opportunity to discuss how my skills and experiences align with the needs of Acme Corporation.

Thank you for considering my application. I am eager to bring my expertise in banking and customer service to your esteemed company and contribute to its continued success. I hope to discuss my application further and explore how I can assist in achieving Acme's goals.

Sincerely,

Jordan Anderson