

Job Description

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Job Title: Teller - 29 hrs/wk
Requisition Number: 3447649
Schedule Type: Part-Time
Work Hours: 29.00
Telecommute Option: Not Indicated
Location: 1616 W NORTHWEST BLVD - SPOKANE, WA

Job Description

This position is located at the NW & Ash store and will be 29 hours per week. Our vision is to satisfy all our customers' financial needs, help them succeed financially, be known as one of America's great companies and the number-one financial services provider in each of our markets. Come Join Us. Tellers are the face of our company and represent Wells Fargo in the community. A Teller position with our team offers an opportunity to be part of one of America's greatest companies. You will have exposure to a variety of responsibilities, people and experiences in a professional work environment - that's part of the fun!

Our Expectation of our

Tellers:

Tellers introduce customers to new products and services, and generate leads for other members of the sales team to close. Every teller has her/his own scorecard with goals. Our best tellers constantly go the extra mile to greet customers, make them feel welcome and also engage customers to learn about their financial needs. An excellent teller processes between 20-25 customer transactions each hour with no mistakes through patience, attention to detail, and the ability to follow procedures. Every teller is responsible for maintaining and balancing a cash drawer.

Basic Qualifications

1+ years experience interacting with people or customers

Minimum Qualifications

Demonstrated skill in use of computers. Demonstrated ability to achieve individual and team goals. Positive approach in interactions with customers and team members. Reliable attendance. Good communication skills. Ability to work a schedule that includes working weekends and some holidays.

Normal work schedules typically fall between 7AM - 7PM.

Preferred Skills

Previous experience selling products and services, Previous experience meeting customer satisfaction goals, Previous experience working in a fast paced environment, Ability to stand for extended periods of time, Multilingual speakers are encouraged to apply

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Wells Fargo is an Affirmative Action and Equal Opportunity Employer, M/F/D/V.

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Your Address
City, State, ZIP
Phone
E-mail

Date

Name of Contact Person
Title
Organization
Street Address
City, State ZIP

Dear (Contact Person's Name):

Opening Paragraph: Why you are writing.

- State why you are writing. Name the position or type of position for which you are applying.
- Mention how you learned of the position.
- Mention the name of any referring person.
- Briefly describe why you are interested in this particular position.

Body of the Letter: Sell yourself.

- Introduce yourself
- Briefly describe the skills and/or experiences you possess that fit the requirements of the position.
- If you have related experiences, mention your qualifications and achievements.
- This is your chance to give the reader more insight as to who you are as a person. Do not repeat your resume. This is the time to mention personal qualities or special experiences and motivators.
- Refer the reader to your enclosed resume.

Closing Paragraph: Request an interview.

- Directly, but politely, indicate your desire to further discuss your qualifications in an interview.
- Make it easy for the reader to contact you by providing your phone number(s), email, and the best time to reach you
- Thank the contact person for his or her time and consideration.

Sincerely,
Your Signature
(4 spaces)

Your typed name

546 Mountain View Rd.
Washington, TN 28491

May 13, 1999

Mr. Tim Peters
Manager, Customer Training
ABC Inc.
431 Third Ave.
Nashville, TN 28392

Dear Mr. Peters:

I read with great interest your recent ad in the *Nashville Gazette*. From what I know about your company and the work you do in software training, I think I can bring a great deal to the position advertised.

As you can see from the enclosed resume, I am currently working for Computers Anonymous, where I manage a staff of ten people, all of whom are involved on a day-to-day basis with customer training. What interested me about the opportunity you described in your ad was the diversity of products that your company manufactures.

Because I am an incurable computer buff, I am very familiar with virtually all your software applications — even your newest database program, which I have just finished teaching myself. More important, though, I understand how intimidated people who are not as involved with computers as I am can be when they encounter a new program, and I work very hard to make the people I train sensitive to this sense of trepidation.

I would welcome the opportunity to meet with you in person or to speak with you over the phone. In the meantime, I thank you for your time and your interest, and I hope to hear from you soon.

Sincerely,

Helen Jobready

139 French Rd.
Pullman, WA 99163
509-335-4521
kleinj@hotmail.com

June 1, 2010

Ms. Smith
Office Manager
Picture This
555 Cougar Dr.
Pullman, WA99163

Ms. Smith:

I would like to apply for your Office Receptionist position, which I saw advertised in the Spokesman Review.

I can offer you three years of experience, a cheerful personality, and an excellence memory for names, faces, voices, and telephone numbers.

- I am familiar with most telephone systems, fax machines, email, plus both Apple and Microsoft operating systems.
- I have hands-on experience with Quickbooks, Microsoft Word, Excel, and appointment scheduling software.
- My excellent written and verbal communication skills, customer service orientation, years of working in a fast paced environment, and my natural ability to establish rapport will be valuable assets to this position.

I look forward to speaking with you about joining the Picture This team. Please contact me at your earliest convenience at 509-335-4521.

Sincerely,

Jennifer Klein

Bambi Page
3412 Deer Path Lane
Dayton, OH 45415
(111) 555-0987

SUMMARY

CPA with nine years' experience in financial management reporting, including two years in public accounting and five years in cost accounting. Emphasis on food service industry. Extensive supervisory experience; involved with project development and network accounting systems; proficient with Excel, Access, Project Management, and other software packages.

WORK EXPERIENCE

January 1994 - Present

XYZ Corporation/UltraFresh Food Division, Dayton, OH, Fiscal Director

Dual report to COO and CFO. Prepared operational budget of \$38 million and \$8 million capital budget. Maintained cost accounting system for division. Developed cost standards and variance analyses for use in company's seven geographical regions. Assisted with coding and pricing of manufacturing and marketing procedures. Accomplishments include:

- Reorganized accounting and reporting structure within division, providing enhanced analysis and control. Profits increased 21 percent in first year of program.
- Designed and implemented weekly managerial accounting seminars designed to improve fiscal responsibility of all division managers by reviewing and teaching techniques to maximize revenue and minimize expenses. Cut costs 17 percent over two-year period.
- Developed capital budget monitoring system for justifications and expenditures to ensure most beneficial use of capital funds.

July 1992 - December 1994

Worldwide Widget; Cincinnati, OH, Manager of Cost and Budget

Reported to director of financial planning. Prepared operating budget. Analyzed and recommended revenue enhancing and cost-cutting measures. Accomplishments include:

- Reduced costs by 15 percent within first year.
- Organized and taught education series of courses for non-accountants to improve fiscal responsibility of managers.

August 1990 - June 1992

Big Five Accounting, Cleveland, OH, Staff Accountant

Responsible for audit tasks; provided technical accounting assistance on management consulting engagements as part of audit staff. Clients included retailers and food companies (McJack's, Veggie King, Ola-Cola), manufacturers, government, nonprofit agencies, and others.

EDUCATION

B.S. Business, Upper State University, 1990
Emphasis in accounting

OTHER INFORMATION

- Certified Public Accountant in Ohio
- Advanced Member of Financial Specialists of America

John E. Begood
3412 Memory Lane
Dayton, OH 45415
(111) 555-0987

SUMMARY

CPA with 11 years' experience in financial management reporting, including two years in public accounting and five years in cost accounting. Emphasis on food service industry. Extensive supervisory and project development experience. Familiar with network accounting systems; proficient with Excel, Access, Project Management, and other software packages.

EXPERIENCE

General Accounting

Have extensive experience in ensuring control over financial issues as they relate to corporate mission. Have prepared operational budgets in excess of \$38 million and have played key role in reorganizing the accounting and reporting structure within divisions, providing enhanced analysis and control. Profits in one program increased 21 percent in first year.

Cost Accounting

More than five years' experience maintaining cost accounting on division level. Proven experience in developing cost standards and variance analyses for companies with regional operations. Assisted with coding and pricing of manufacturing and marketing procedures.

Management and Training Skills

Have designed and implemented managerial accounting seminars designed to improve fiscal responsibility of all division managers by reviewing and teaching techniques to maximize revenue and minimize expenses. These seminars, in one instance, cut accounting costs 17 percent over a two-year period. Developed capital budget monitoring system for justifications and expenditures to ensure most beneficial use of capital funds.

EDUCATION

B.S. Business, Upper State University, 1988
Emphasis in accounting

OTHER INFORMATION

- Certified Public Accountant in Ohio
- Advanced Member of Financial Specialists of America

John E. Begood
3412 Memory Lane
Dayton, OH 45415
(111) 555-0987

SUMMARY

CPA with 15 years' experience in financial management reporting, including two years in public accounting and two years in cost accounting. Emphasis on food service industry. Extensive supervisory and project development experience. Familiar with network accounting systems; proficient with Excel, Access, SAP, and other software packages.

EXPERIENCE

General Accounting

Have extensive experience in ensuring control over financial issues as they relate to corporate mission. Have prepared operational budgets in excess of \$38 million and have played key role in reorganizing accounting and reporting structure within divisions, providing enhanced analysis and control. Profits increased 21 percent in first year of program.

Cost Accounting

More than five years' experience maintaining cost accounting on division level. Proven experience in developing cost standards and variance analyses. Assisted with coding and pricing of manufacturing and marketing procedures.

Management and Training Skills

Have designed and implemented managerial accounting seminars designed to improve fiscal responsibility of all division managers by reviewing and teaching techniques to maximize revenue and minimize expenses. These seminars, in one instance, cut accounting costs 17 percent over two-year period. Developed capital budget monitoring system for justifications and expenditures to ensure most beneficial use of capital funds.

WORK HISTORY

**1989 - present: XYZ Corporation/UltraFresh Food Division, Dayton, OH;
Fiscal Director**

1986 - 1988: Worldwide Widget, Cincinnati, OH; Manager of Cost and Budget

1984 - 1986: Big Five Accounting, Cleveland OH; Staff Accountant

EDUCATION

B.S. Business, Upper State University, 1983
Emphasis on accounting

Other Information

- Certified Public Accountant in Ohio
- Advanced Member of Financial Specialists of America