

Bank Job Application Letter No Experience

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Mr. Victor Cole
Manager Human Resources
The Bank of America
299 Thompson Street
Hamden, CT 38100

Dear Mr. Cole:

I recently graduated from Hamden City College with an Associate degree in Accounting and am extremely interested in obtaining a Bank Teller position with The Bank of America. Utilizing my strong grasp over banking procedures and 5 months of internship experience as a Cashier last summer, I would be able to contribute effectively to The Bank of America.

As indicated in the enclosed resume, I possess cash handling expertise, great enthusiasm, commitment to excellence, and a sense of responsibility. I have a complete knowledge of cash depositing services, withdrawals, loan payments and drafts. Since this job require a meticulous mind, I know just how to manage transactions in an organized way so that any conflict or incorrect postings are minimized. My customer service acumen enables me manage the problems and concerns of each client in a professional and courteous manner.

I am positive that these skills and abilities make my candidacy stronger than others. I look forward to a further discussion where I can demonstrate my passion in becoming an integral member of your bank.

Thank you for your time and consideration.

Sincerely,

(Signature)
Phillip Hague