

## **Bank Clerk Job Application Letter**

To,  
Neil Diamond  
Manager of recruitment  
JP Teller Banking Services  
75 Tang Juice Road  
California, North Dakota 4590

Dated: 3<sup>rd</sup> of May 2012

Subject: Cover letter for the position of a bank clerk  
Respected Mr. Diamond,

This letter is in regards to the advertisement I came across in the 1st of May edition of Daily News. In the advertisement it was mentioned that there is a requirement for candidates in the position of bank clerk and so I would like to apply for the same.

I have pursued my bachelor's degree in accounting from New York University. I have been working with Federal bank of America in the position of a bank clerk since last two years. My job duties are cashing checks, handling withdrawals, accepting deposits and ensuring that money is transferred to right account. I have the ability to identify a forged currency note and also aware about the various ids required in the banking process. I possess excellent mathematical skills which is a necessity for this job position. I also have the experience of dealing with traveler's checks.

I would request you to consider me for the interview process. Please find my resume enclosed.

Thanking you,

Mike Myers