

Christine Graham  
Hiring Manager  
Dayjob Ltd  
120 Vyse Street  
Birmingham  
B18 6NF

1st August 2014

Dear Ms Graham,

I believe in simple straight-forward banking that supports local businesses and ordinary people.

I recently saw your advert on the Dayjob.com website for a Bank Manager and am convinced that my competencies, qualifications and future potential make me an ideal candidate for it.

What separates me different from other candidates is not only my ability to build lasting relationships with everyone who uses my bank, but also my track record of creating an in-branch experience that feels truly different and unique. My other key strengths include, but are not limited to;

- Making things as convenient as possible for bank customers.
- Having the drive and tenacity to make changes when they're needed.
- Inspiring, developing, coaching, and challenging my team to be the best that they can be.

At the moment I am employed by the Southern District Bank as a manager at one of their branches. I am primarily responsible for developing and executing strategies to quickly grow revenues. I am also in charge of ensuring that all the Branch staff understand what is expected of them, and have developed objectives against which performance is continually reviewed.

Right now I want to be part of a trusted financial institution such as yours, where I will be offered superb learning and development opportunities that will help me to maximise my potential and much more. In addition to this letter I have also attached my current resume which will give you a more comprehensive idea of my competencies.

I greatly appreciate you taking the time to review my application and eagerly look forward to hearing from you as regards to an interview.

Yours sincerely,

Name  
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Address 2  
Tel: 0044 121 638 0026  
Email: info@dayjob.com