**April E. Smith**  
123 Main Street, Folsum, Nebraska 02198  
*aesmith@email.com*  
212-000-0902 (Home)

June 5, 2017

**Alison Frederick**  
**Bank of Sanderson**  
984 Allen Highway, Sanderson, Nebraska 02198

Dear Mrs. Frederick,

Regarding your ad in Sunday's Sanderson Times, I am interested in applying for the bank teller position at your bank. I graduated from the University of Nebraska with a degree in Business in 2014, and I have three years experience as a bank teller with a local bank in my hometown. I also worked as an intern for 2 years in the local university credit union while I was in college.

Currently, I am the lead bank teller for Center Bank and Trust, a local bank located in Folsom. In that position, I have direct customer interactions on a daily basis assisting with transactions in the branch. I also take phone calls to assist customers with issues over the phone.

I have received positive perfomance reviews during my time at my current bank, and I was awarded "Bank Teller of the Year" last fall for my consistent positive reviews from our customer feedback forms. I treasured this award because working directly with the customer is my favorite part of being a bank teller. The best part is that I love the process of helping making a customer happy not only with my service but with our bank overall.

I continuously work on my skills as bank teller including staying on top of current rules and regulations that influence transactions. I also am excellent at active listening to better help to get the crux of a customer problem instead of guessing what might be the cause of the problem. Misunderstandings at the window can eat up valuable time for both tellers and consumers.

Thank you for your time. I am very interested in taking my current experience and growing it in a bigger bank. I would be thrilled if that bank was yours I feel my service skills could really benefit the Bank of Sanderson and its customers.

Sincerely,

[Insert signature here]