**Carol Robbin**  
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**Martin Murray**  
**Bank of Indiana**  
90 Fletcher Street, Indianapolis, IN 07364   
  
Dear Mr. Murray,  
  
I am writing to you with interest in the bank teller positon that was posted in Sunday's Indianapolis Star. I have a Bachelors Degree from Indiana University, and I have 10 years of experience as a bank teller at a local credit union in the eastern part of the state.  
  
Currently, I am a bank teller at a small credit union near the Ohio border. I handle member transactions (deposits, withdrawals, etc) both in our branch and on the telephone. I also spend 3 hours per week in a rotating online teller position where I handle member inquiries over the internet.  
  
In the past 10 years at my current position, I have received glowing reviews each year and am particulary proud of my achievement in member service which is calculated based on member feedback surveys. I strive to make every member feel like I am there to support any assistance they need.  
  
I have developed a lot of skills that increase my service over the last 10 years. I am able to very quickly handle cash which make the wait times for members less as well as allows me to see more members during my shifts. In addition, I am very accurate. I always have a balanced drawer at the end of my shifts.  
  
I am currently looking for a position that is closer to my home in Indianapolis, and when I saw your ad, I was very excited. I would love to bring my experience to Bank of Indiana and continue growing while providing services to your customers. I grew up in the neighborhood of your branch so I really have a deep interest in serving your community.  
  
Sincerely,  
  
[Insert signature here]