

# Personal Banker Cover Letter Sample 1

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**Theodore Bishop**

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July 3, 2018

**Mrs. Elizabeth Gillman**

President

**Wonder Bank of Lansing**

741 Beatty Avenue, Lansing, Michigan 41231

Dear Mrs. Gillman,

Upon learning of Wonder Bank of Lansing's opening for a personal banking job courtesy of their website, I was compelled to submit my enclosed resume for your consideration. I have been an enthusiastic and devoted professional personal banker since graduating from Michigan State University in 2012 with a bachelor's degree in business. My banking experience has centered around being familiar with the community's expectations and culture, in addition to providing quality customer service and banking guidance. I would be interested in gaining more experience in the field by working at your establishment.

My job as a personal banker at my current workplace has allowed me to expand customer relationships by maintaining regular follow-ups with our customers. This has allowed me to train my ability to build a rapport with our client base. Daily tasks involve providing financial counseling and assisting customers in determining what lending services are the best choices for them. Other tasks require me to review, approve, and reject overdrafts and checks. Customers frequently come to me for advice on accounts, loans, and their statements.

In my position as a personal banker, I am consistently recognized as a top performer by my supervisors. In 2017, I was given a raise based on my superior customer service. I have also trained the bank's tellers as they transitioned into the personal banking roles. My monthly sales goals have consistently been above the monthly target goals established by our branch.

Among my most noticeable skills is my knowledge of fraud prevention and risk management. Every time a customer comes into our branch seeking a loan, I view it as an opportunity to provide excellent customer service, as well as a way to prevent potential fraud. I am also highly skilled in providing account management. My ability to work with any group or individuals from diverse backgrounds is another significant strength. I remain very proud of the mentoring and training skills that I have built at this branch as well.

I have enclosed a resume along with several references from supervisors who can attest to my personal banker abilities, though I would be pleased to provide more if you require them. Due to

my experience and educational background, I feel that I am uniquely qualified to serve as a personal banker at your branch. Should you wish to discuss this position with me in greater detail, please don't hesitate to contact me through either email or phone.

Sincerely,  
Theodore Bishop