

James Brown

238 Broadway

New York

NY

United States

To

The HR Manager

XYZ Company

354 F 63rd Street

New York

NY 10022

United States

Subject- Personal Banker Cover Letter

Dear

I am certain that I can be successful as a banker because I am a well-organized, professional math enthusiast. Although I am logical and technically skilled, I am also amiable and have the communication abilities required for a banker. I think that my background, education, and experience make me a strong candidate for the Banker post.

I'd like to introduce myself as a potential applicant for the post of a banker at [mention the name] & [mention the name].

I graduated from [mention the name] University with a bachelor's in finance. I studied a wide range of crucial subjects, including business, accounting, economics, and

portfolio management. I have extensive knowledge of accounting, banking, and finance. During my capstone internship, I gained a lot of knowledge about banking practices. I was a [mention the name] in school during my formative years. I participated in the math club and took all of the advanced math courses my school offered while I was in high school.

I used to work at [mention the name] as a banker and was in charge of opening and closing accounts, processing check orders, depositing checks, and keeping thorough records of all transactions. I placed a high value on paying close attention to detail, delivering superior customer service, and remaining knowledgeable about all bank policies and processes.

I appreciate you taking the time to consider me for the Banker position at [mention the name] & [mention the name]. I'm eager to find out more about the business and what is expected of a banker.

Sincerely,

James Brown

[Handwriting signature]

[Mention the contact details]

[Mention here, if there is any post note to be given]