

Cover Letter for Bank Manager

Today's date

Company's name and address

Dear Mr. / Mrs. XYZ,

I am thrilled to be applying for the post of bank manager, which I saw your job posting on (website name). The posting indicated that you require an experienced bank manager, who will not require training. I have past five years of experience as a bank manager in ABC bank; I am pleased to say that I fit perfectly for the same position. Now I would like to bring my skills and experience to work for your bank. I am familiar with managing commercial and industrial accounts and commercial real estate, investment services. My tact and skills have helped me to make good relations with clients and customers as well.

The attached resume should serve to give you an idea about my past achievements and future plans. Thanks for your time and consideration and hope to hearing from your side.

Sincerely,

ABC

