

Sample Cover Letter for Bank Job Application

Dec 19, 2019.

Name,

Company name,

Street address,

Place.

Dear ABC manager,

I was recently made aware of your available Bank manager position. I look forward to starting my career at New ABC Bank. My qualifications are listed on the attached resume.

During the past six years, I have acquired experience in various customer service oriented projects. I have complete knowledge of banking procedures and services, current financial issues, banking terminology. And I am proficient in MS Office and related applications required in your bank. Also, I have good communicational skills, positive attitude and excellent problem-solving skills.

I look forward to enhancing your company's reputation for helping your customers by giving the best services. I have the ability to learn and apply new concepts and procedures quickly. I will be available for an interview anytime. Thank you for your time and consideration.

Sincerely,

XYZ

