Your street address **[Return (Sender’s) Address]**

**No spacing style**

**2” top margin**

Your city, state zip

January 29, 2011  **[Insert current date ]**

**[3 Blank Lines ]**

Ms. Jane Smith

Resource Director **[Letter/Inside (Recipient’s) Address]**

First Savings Bank

1234 Main Street

Palatine, IL 60067

**[1 Blank Line]**

Dear Ms. Smith  **[Salutation]**

**[1 Blank Line ] [Body]**

I am interested in applying for the position of Bank Teller as advertised on *CollegeCentral.com/harper*, posted on Sunday, January 9th, 2011. I believe my experience in cash handling and bank operations meet your qualifications perfectly.

**[1 Blank Line ]**

As you can see from my enclosed resume, I have five years experience as a teller and I am familiar with many aspects of commercial banking. Knowledge in computing figures with speed and accuracy, maintaining proper activity in customer accounts, and operating computer databases are some of the skills I could contribute to your team. My experience includes being commended multiple times at previous positions for quality customer service and for encouraging repeat customers. I would particularly like to work for First Savings Bank because of your organization’s excellent reputation for customer service.

**[ 1 Blank Line ]**

I look forward to hearing from you to set up an interview. Please contact me at your convenience if I can provide further information about my qualifications or to answer any questions. I can be reached at 847-555-1234. Thank you in advance for your time and consideration.

**[ 1 Blank Line ]**

Sincerely **[Closing/complimentary close ]**

**[3 Blank Lines (For Cursive Signature)]**

Your name [**Writer’s Name**]

**[ 1 Blank Line ]**

xx [**Typist’s initials**]

[ **1 Blank Line]**

Enclosure