

## **Bank Cashier**

Ms Jane Brown  
101 Any Road  
Every Town  
XX1 1YY

Mr John Smith  
ABC Company  
All Streets  
Any Town  
AA1 1ZZ

(Date)

Dear Mr Smith

I saw your advertisement for the post of Bank Cashier on XYW website and am keen to apply. Having read the details and job description for the post, I believe that I would be an excellent fit for the position.

As you can see from the enclosed CV, I have previous experience of cashiering duties and interacting with customers on a daily basis. I was regularly praised for my dealings with customers and the accuracy of my work, particularly in cash handling.

I have a friendly and approachable way with customers and colleagues and have developed an excellent knowledge of financial products and how those products can benefit different types of customers. I feel sure that these skills would add value to the branch's services and that I would become a valuable member of the team.

I am available to attend interview at any time. If you wish to discuss anything to do with my application, please contact me on (phone number).

Thank you for your time. I look forward to hearing from you.

Yours sincerely

Jane Brown

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