

Cory Ellis

1 Main Street, New Cityland CA 91010

Home: (555) 322-7337

example-email@example.com

Dear Mr. Jackson,

As a highly skilled Bank Clerk, I read your posting for a new Bank Clerk with interest. My experience aligns well with the qualifications you are seeking at Red National Bank, in particular my role as a Bank Clerk with Mid-Western Financial, and I am certain I would make a valuable addition to your organization.

With more than eight years' experience as a Bank Clerk, I am adept in document control, application processing, and database management. Moreover, while my on-the-job experience has afforded me a well-rounded skill set, including first-rate analytical and interpersonal abilities, I excel at:

- Overseeing vehicle loans, repossessions, and resells.
- Handling payoffs, titles, and sales processes.
- Accepting and properly routing all loan application documents.
- Tracking all applications through closure to ensure accuracy.

In addition to my experience and personal qualities, I have a solid educational foundation and a passion for banking. I am extremely enthusiastic about Red National Bank's focus on community support and would welcome the opportunity to contribute to your ongoing success.

Please review my attached resume for additional details regarding my expertise and career achievements. I will follow up to request an appointment to discuss how my experience and background meet your needs.

Thank you for your time and consideration.

Sincerely,

Cory Ellis

fb.me/vothanhthienvan