






Xiao Fischer

Teller Intern

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Hiring Manager
Bank of America
Ann Arbor, MI

Dear Hiring Manager,

I am thrilled to express my interest in the Teller Intern role at Bank of America, where my developing expertise and enthusiasm in finance align remarkably well with the responsibilities outlined, particularly in processing daily customer transactions, which is a core function I have eagerly embraced during my internship.

In my current role, I conduct various banking tasks that vary greatly in complexity, ensuring accuracy in deposits, withdrawals, and foreign exchanges, activities that sharpened my problem-solving skills and honed my attention to detail to an admirable degree, enabling me to navigate customer interactions with confidence and care.

Moreover, working in a team environment for various projects has helped cultivate my collaborative spirit, and handling cash checks and balancing drawers was not as daunting as I once believed, which confirms my adaptability and eagerness to improve continuously on my financial journey.

Through my academic experiences, such as assisting with financial research and engaging in customer service enhancements, I've learned the critical importance of precise communication and swift responsiveness, which I can bring to your esteemed bank, ultimately improving client satisfaction and trust in our services.

I want to thank you for considering my application; I am genuinely excited about the possibility of contributing to your team, as I am dedicated to delivering outstanding service to clients and learning from seasoned professionals among my peers.

Best regards

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