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# AMANDA PATTERSON

## BANKER

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**September 2, 2019**

**Mr. Lincoln Berkley**

**Human Research Director**

Dear Mr. Berkley,

I am writing to express my interest in a banker position. I think that my professional skills appear to be well suited to your company's requirements.

I'm an enthusiastic universal Banker with in-depth knowledge of sales, account management, customer service, risk management, consumer financing, loan administration and training. Trained to be proficient in a high paced work environment with knowledge in multiple fields of banking.

In my previous work at the Universal Bank, I helped to create a positive client relationship by effectively communicating a clear understanding of the benefits of the product and services I offered. I answered telephone inquiries, processed transactions, opened and maintained accounts of all types, analyzed applications, evaluated creditworthiness, and customized products to fit my client's needs. I helped to expand the client base. I helped promote and maintain teamwork at all times in my branch setting. I focused, full-time, on developing new asset-based financing transactions. I made it my responsibility to identify potential clients and close new business. Because of my self-driven attitude, I was able to increase branch sales to move our branch from the bottom of the district rankings to the top.

I currently hold three different titles here at Western States Bank. In my roles, customer service is always number one on my mind and getting to know my clients on a more personal level so I'm better able to help them. Giving the client the best experience possible while meeting all of their needs. I am lucky as I get to teller, open accounts, do loans, help on the IT side with online banking and I get to help and teach the other tellers in learning their roles better. I work on retention, vault balancing, new accounts, new loans, debit card machines, and a multitude of other things. Although I love my position here at Western States Bank I am ready to move on and bring my set of skills to you.

I would welcome the opportunity to discuss these and other qualifications with you. Thanking you most sincerely for your time and consideration.

Best Regards,  
Amanda Patterson