

MAT BAXTER

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1911 AIRPLANE AVENUE, NORWICH, CT 06360

Dear Mr. Cutler,

I have the pleasure of being acquainted with one of the Bank tellers on your staff, Ryann Nessing. He let me know about the open position and recommended that I contact you.

I had no experience, but I possess basic knowledge of bank products such as savings and e-banking services as a customer of your Bank.

Through my academic studies, I have developed an eye for detail and effective communication and listening. As Bachelors of Science in Business Marketing and Management at Western Governors University I obtained an in-depth knowledge of sales and marketing. Working in your bank would allow me to apply this knowledge in a practice.

Furthermore, I have several key personal attributes that would benefit your company, e.g. I am a hard worker, reliable, versatile and willing to learn.

I am accurate, punctual and flexible when it comes to my job. I have a particular enthusiasm for meeting bank and customer needs.

By the same token I'm ready to work at other branches of your Bank, if necessary.

I look forward to your response.

Sincerely,

Mat Baxter

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