Name of the Applicant  
Contact details  
Email address

Date

Dear Hiring Manager,

I am writing this cover letter for the position of manager in your bank (Name of the bank). (Name of the bank) is undoubtedly one of the big names of the country. About half of the population of the country trusts (Name of the bank) with their money and assets. Many professionals want their name to be associated with your bank and want the name of your bank to be included in their CV in order to make it better. But I assure you that I am better than most of those professionals. I know my work very well. My love for mathematics in addition to my experience of (no of years) make me a perfect candidate for the position. Moreover, I have a very friendly nature, so I get along with everyone very easily. This friendly nature of mine also helps me a lot when I am working with my colleagues as a team on any project.

I have always excelled in courses like mathematics. From middle school, I have always participated in the yearly competitions and won consistently in many.

When I entered high school, I joined the mathematics club to help me get better exposure. It was my deep interest in mathematics that I chose to do bachelor in (name of the degree/subject). I obtained my bachelor’s degree from (Name of the university) in (date/year).

My major subjects during the course of my study included accounting, economics, and statistics. Before starting my job at (name of the bank) I volunteered for an internship in (name of the bank). It was my first professional experience as a banker. I learned a lot and improved my skills.

Later I joined (name of the bank) to start my job as a banker. I was always praised for my work both by the manager as well as by my colleagues. I take my work very seriously and try to complete it before the due date with complete honesty.

During my employment at (name of the bank), I was not only responsible for taking check orders but also for many detailed transactions between the bank and the top priority clients. I have won employee of the year award twice for my performance during my service in (name of the bank). At last, I would like to extend my gratitude to you for considering my application for the position of the banker in (name of the bank). I assure you that if the selecting committee selects me, I would put my best effort giving no one a chance for a complaint.

Yours Sincerely,

Name of the applicant