

# Mina Sayed

example@myemail.com | (098) 765-4321  
456 My Street, San Diego, CA 76543

**Hector Santos**  
**TD Bank**  
**123 Your Street,**  
**Houston, TX 12345**  
**(123) 456-7890**  
**example@youremail.com**

[month, day, year]

Dear Mr. Santos,

I'm interested in applying for the assistant manager position at TD Bank. As a management professional with over eight years of experience in the banking industry, I've cultivated an expertise in operations management. In the past three years at PNC Bank, my contributions helped lead to a 10% increase in sales and a 15% increase in customer satisfaction scores. I am confident I can generate results for your organization in the assistant manager role.

TD Bank's reputation for honesty, trust, and integrity within the banking industry is what draws me to apply for this opportunity. During my time with PNC Bank, I led various initiatives to enhance the banking experience for our customers. I believe my experience would be a valuable asset to your team based on my prior achievements:

- Managed, built, and developed a high-performance team of customer service representatives, personal bankers, and loan specialists and oversaw all aspects of daily banking operations
- Collaborated with the branch manager to implement new training programs and enhance performance, resulting in a 10% increase in sales and a 15% increase in customer satisfaction
- Ensured compliance with security protocols, regulatory guidelines, and audit controls

I hope to schedule an interview to discuss how my management experience within the banking industry can benefit your organization. Feel free to contact me via phone or email for any questions on my background. Thank you for your time and consideration.

Sincerely,

Mina Sayed