

Mark McElhinney

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Julie Bell
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Dear Sirs

I should like to apply for the position of Personal Banker, as advertised recently. I have worked in the banking industry for the majority of my career, rising from bank clerk to branch manager and was responsible for training and education in my local region. I am now looking for a new challenge and the feedback from my colleagues and managers shows that what I excel at is the one-on-one advice and consultation. I am adept at assessing a customer's banking record and discussing with them their future needs and, from there, being able to assess the best products and services to suit their needs. One aspect I particularly like to focus on is a review of a customer's portfolio of investments and advising on savings products.

I am interested in your position because I want to work in a smaller, regional branch, where I can really connect with the grass roots' principles of banking and get to know customers personally as I am a firm believer that banking should be all about people. I am a member of the Chartered Institute of Banking and you will see from my CV the progression of my career within the banking industry including various internal exams which I have successfully passed over the years.

I am available for interview at your convenience and references are available on request. I attach my CV and look forward to hearing from you as appropriate.

Yours faithfully

Mark McElhinney

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