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Cathy Benington
45678 San Jacinto Street
Redlands, CA 92373

May 15, 2016

Bank of America
305 East State Street
Redlands, CA 92373

Dear Hiring Committee,

I have recently learned that you have an available bank teller position. Currently, I am working towards a bachelor's degree in finance from California State University, San Bernardino and am eager to start my career in the finance world. Enclosed is a copy of my resume, which outlines my many qualifications.

During the past 8 years, I have worked hard for organizations which has provided me with tools to succeed in life. I have excelled at each position I have held through strong communication and organizational skills, advanced sales skills, and exemplary customer service. I have received numerous promotions and praises from past employers.

I am seeking an entry-level position as a bank teller with the goal of acquiring experience and developing a long lasting relationship with your company. My professional and educational experience would make me a valuable member of your team. I would appreciate the opportunity to sit down and talk with you about my goals and how I can be a positive addition to the organization. I am available for an interview at your convenience. I can be reached at (719) 468-2246 or ca.d.benington@gmail.com.

Thank you for your consideration,

Cathy Benington

C. BENINGTON

45678 San Jacinto St.
Redlands, CA 92373

(719) 468-2246

cance.d.benjamin@gmail.com

OBJECTIVE

Seeking a part-time retail banking position which will allow me to better the organization and experience long term career growth through the utilization of my customer service, sales, and administrative skills.

SUMMARY OF QUALIFICATIONS

- **Communication & Organization** - Skilled in effectively conveying complex ideas, processing information quickly, providing quality feedback, and arranging materials and documents in a clear and concise manner in order to improve task efficiency and accessibility.
- **Sales Skills** – I am able to successfully and accurately inform and persuade customers on new products, specials, and promotions being offered. I have always met or exceeded personal and organizational sales goals.
- **Customer Service** – I am capable of forming and maintaining good relationships with customers on a professional level. I have a strong background in regards to accommodating customer needs using a “Guest First” approach. Not once have I had a complaint filed against me by a customer or co-worker. In the past, customers have talked highly of me to my managers.

PROFESSIONAL EXPERIENCE

Opah Seafood Grill

Irvine, CA

Server/Lead Hostess/Trainer

September 2009 – Present

Working as a hostess at Opah Seafood Grill I organized reservations, greeted and interacted with guests using, what management called, a “Guest First” approach, and handled all to-go orders. After a few months of performing hosting responsibilities past what was expected and lending my support to other work stations, I was given a raise and was promoted to lead hostess/trainer. After a year as lead hostess/trainer I received another promotion to server. As a server, I was praised for using my time wisely, helping others without being asked, and making useful revisions to the side work requirements.

Comfort Laser Clinics

Fountain Valley, CA

Receptionist

September 2012 – June 2013

As a receptionist at Comfort Laser Clinics I performed basic administrative duties, greeted patients, scheduled appointments, and performed billings and collections within QuickBooks. After a couple months working, I was told I had great customer service skills, especially over the phone, and was asked to create a dialogue for other receptionists and new hires to follow. Along with the compliments, I was given a raise and was asked to help train new hires.

Canyon High School & Fullerton College

Anaheim & Fullerton, CA

Swim Instructor/Coach

July 2008 - June 2011

Working as a swim coach and swim instructor provided me with excellent organizational and time management skills. I had to make on the spot changes during meets for injured athletes, I organized and created swim meet spreadsheets, I made daily workouts, and educated children on

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proper swim techniques. Supervisors were more than please with my contributions and always recommended my lifeguarding services to their friends.

EDUCATION

California State Univeristy, San Bernardino

San Bernardino, CA

GPA: 3.8

September 2015 - Current

I am currently working towards a bachelor's degree in finance. My estimated date of completion is June 2017. I have earned the Dean's List for Fall 2015 and Winter 2016.

Crafton Hills College

Yucaipa, CA

GPA: 4.0

January 2014 – May 2015

While attending Crafton Hills College, I earned the Dean's List for Spring 2014, Fall 2014, and Spring 2015.

COMMUNITY SERVICE

Volunteer Water Polo Coach, Canyon High School – July 2008 – August 2008



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