### [Your Name]

[Address Line] | [City], [State], [Zip Code]

[Phone Number] | [Email Address] | [LinkedIn Profile URL]

### Professional Summary

Highly accurate and customer-focused Bank Teller with over [X years] of banking experience. Adept at processing transactions efficiently while delivering first-class customer service. Skilled in [specific software, e.g., “Excel and banking CRM platforms”] with a proven ability to [key achievement, e.g., "balance daily cash drawers error-free"]. Committed to creating seamless banking experiences and resolving customer inquiries effectively.

### Key Skills

* Cash handling expertise
* Proficiency in financial software ([highlight specific programs])
* Strong customer relationship management
* Accuracy in transaction processing
* Ability to resolve financial discrepancies
* Fluent in [languages other than English, if applicable]

### Professional Experience

**Bank Teller | [Bank Name]**

[City, State] | MM/YYYY – Present

* Process an average of [X] daily customer transactions, including deposits, withdrawals, and account inquiries.
* Successfully balanced the cash drawer to a 100% accuracy rate for [X months/years].
* Assisted in upselling banking products, resulting in a [specific percentage] increase in product adoption.
* Resolved customer concerns and inquiries regarding accounts with a [specific resolution rate].

**Customer Service Representative | [Company Name]**

[City, State] | MM/YYYY – MM/YYYY

* Delivered exceptional service to a wide customer base, achieving [specific customer satisfaction score].
* Trained incoming team members on best practices, resulting in improved team performance.

### Education

**[Degree or Certification]**

[Institution Name] | [City, State] | MM/YYYY – MM/YYYY

**[Optional achievements like academic awards or relevant coursework]**

### Certifications

* Certified Bank Teller ([Certification Body], YYYY)

### References

Available upon request.