Dear Sir/Madam,

It is with great interest that I am applying for the Sales and Service Representative at United Bank. I believe my qualifications and experience align well with the qualifications needed for this position. I have an excellent track record particularly in the area of business development, networking, communication, management, financial solution, cross-sale, exceeding goals, excellent customer service, support and coordination. I am certain that I will be a valuable addition to your organization.

With more than 15+ years of experience in customer service, financial goals, management and development, I have demonstrated a tremendous ability to support and maintain numerous operational business objectives. I am seeking new professional challenges and am eager to put my acquired knowledge towards the growth and development of your organization. I work diligently to provide excellence in all my professional endeavors and have earned a reputation of integrity, initiative and results-driven work ethic.

In my second most recent position as an Assistant Branch Manager (also Acting Branch Manager) of a reputable bank, I was responsible for supporting colleagues in directing sales and service activity and increasing Investment sales by 39%. In addition to supervising daily branch operations and staff to improve service levels by 27%, I was responsible for improving lending results by 55%, credit card growth by 134% and new NTB relationships by 65%. I led the team in exceeding aggressive annual retail sales and production goals, while meeting all personal sales and coaching objectives. I also led several projects within branch and region that improved region wide results by 26%.

In my most recent position with France-Bangladesh Chamber of Commerce, I managed all aspect of budgeting, financial planning, new member recruiting activities, event planning, and administration

I am confident that I have all the necessary qualities and experience to be successful in the role of the Sales and Service Representative. I am extremely enthusiastic and would welcome the opportunity to contribute to your strategic growth.

Please review my attached resume for additional details regarding my expertise and career achievements. I would appreciate a formal meeting at your earliest convenience. I look forward to discussing how I can meet your needs.

Sincerely,

Rashida Islam

703-479-1958

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