

# Account Associate Cover Letter

87077 Migdalia Freeway West Ramon, NH 75514

**Dear Shae Becker,**

I am excited to be applying for the position of account associate. Please accept this letter and the attached resume as my interest in this position.

In the previous role, I was responsible for end to end trade processing, control management from trade entry through to settlements, performance metrics and new product/deal diligence for the commodities business.

Please consider my experience and qualifications for this position:

- Willingness to dig into details and do whatever it takes to deliver a great customer experience
- Good PC skills (MS Word, Excel, Outlook and other applications)
- Depending on role, knowledge of sales support and underwriting functions is preferred
- Providing product information and sales support to clients and prospect, gathering critical data to respond orally and in writing to client information requests
- Supporting the team on all reporting, legal and operational aspects
- Proficient English writing skills essential
- Communicate effectively orally and in writing using the English language
- Calculate figures and amounts such as discounts, interest, commissions and percentages

**I really appreciate you taking the time to review my application for the position of account associate.**

Sincerely,

Charlie Weber