

Investment Associate Cover Letter

393 Julia StreamTerryborough, WV 45144

Dear Drew Hackett,

I would like to submit my application for the investment associate opening. Please accept this letter and the attached resume.

In the previous role, I was responsible for efficient secretarial and administrative support to the Head of Regional Investment Products & Advisory and Chief Investment Officer.

Please consider my qualifications and experience:

- Previous experience in investment asset management, trade order management, report-writing software and data extraction software
- Experience with Factset and/or Bloomberg
- Preferred experience in or passion for technology and digital media
- Comfortable engaging with C-level executives and senior leadership
- Prepare, proof, and coordinate presentation materials for existing and prospective clients
- Investment Associates require a broad understanding of financial markets
- Analytical and organizational skills are needed to meet deadlines and solve client or administrative projects
- We strive to be an inclusive organization where all employees are valued

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

Sincerely,

Sutton Carter