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# Example of Financial Services Office Cover Letter

7530 Beier Rapids
South Shirley, MA 15903-5384

**Dear Rowan Bailey,**

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

Previously, I was responsible for leadership and direction for the PowerFAIDS student aid system, OnBase document imaging/workflow system, and all SIS components that support financial aid processing at JHU.

My experience is an excellent fit for the list of requirements in this job:

* Strong computer and data entry skills with an attention to detail
* Working knowledge of PowerFAIDS, Salesforce, and Filemaker strongly preferred
* Strong understanding of general accounting office practices and procedures
* Flexibility to work in different areas of the office as needed
* Confidence with structuring his/her own work
* Flexibility and willingness to work on a broad range of advising and administrative matters
* Excellent interpersonal skills and highly team‐orientation
* Demonstrably excellent analytical skills, effective written and verbal communication skills

**I really appreciate you taking the time to review my application for the position of financial services office.**

Sincerely,

Lennon Hickle