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# Example of Middle Office Trade Support Cover Letter

60303 Wyman Mission
Port Dean, MN 92834-9224

**Dear Dylan Gleason,**

Please consider me for the middle office trade support opportunity. I am including my resume that lists my qualifications and experience.

In the previous role, I was responsible for ad hoc reports to the Asset Managers and senior management regarding performance and historic trading analysis.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

* Client management background
* A solid level of derivatives product knowledge and an understanding of CIB Risk and/or Middle Office systems
* FX experience is highly desirable due to the complexity of the trade flows the team supports
* Strong analytical skills to evaluate bespoke Client models, operational processes and potential model re-engineering
* Strong verbal, written and interpersonal communication skills to build relationships with senior business stakeholders and Clients
* Act independently and autonomously in facing off to the various stakeholder groups outlined above in order to drive the internal decision making process
* Excellent and efficient time management skills to be able to prioritize and manage workloads alongside delivering wider business initiatives
* Essential means that these are the minimum criteria needed to carry out the job and the job cannot be performed without them

**Thank you in advance for reviewing my candidacy for this position.**

Sincerely,

Finley Muller