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# Example of Middle Office Cover Letter

5978 Randal Divide
New Moses, AZ 23292

**Dear Tatum Little,**

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

In my previous role, I was responsible for opportunities to learn about a variety of equity markets, product lines and establish as a specialist both functionally and technically.

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

* Aid in nightly P&L flash and liaise with the finance team to resolve any T+1 variances
* Continuous enhancements to trading systems and related control framework
* Knowledge of the credit asset class and middle office experience
* Control - strong risk management focus
* Identifies gaps or inefficiencies in processes and takes ownership for change
* Working knowledge of mainframe processes, good PC skills
* Core Java development (Java 8, Spring boot)
* Knowledge Python and analytics libraries

**Thank you for your time and consideration.**

Sincerely,

Greer Steuber