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# Example of Trade Associate Cover Letter

8127 Bogisich Parkway  
Nolanmouth, OK 31729

**Dear Parker White,**

In response to your job posting for trade associate, I am including this letter and my resume for your review.

In the previous role, I was responsible for export/import compliance advice and guidance to contract representatives and program managers for particular international business projects via in-person meetings, telephone discussions and e-mail exchanges.

Please consider my experience and qualifications for this position:

* Saudi National or GCC
* Fundamental trading strategies and market characteristics in equities/options
* Fundamental concepts, practices, and procedures of equity trading including reconciliation experience
* Adapting procedures to conform with changing business and/or system requirements
* PC Proficiency including knowledge of Microsoft Outlook, Word, Access, and Excel
* Proficiency with MS Office, VBA and relational databases, SQL, SAS, etc
* FIND A BETTER WAY – CREATIVITY & INNOVATION Demonstrates curiosity by asking questions about current practices and suggesting potential changes
* WIN TOGETHER – COLLABORATIONAcknowledges own role and how it contributes to the common goals of the team

**Thank you for considering me to become a member of your team.**

Sincerely,

Tatum Cummings