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# Example of Trade Support Associate Cover Letter

79685 Upton Loop  
South Cassidy, DE 19254

**Dear Lennox Sporer,**

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

Previously, I was responsible for securities supervision of EAs to ensure they meet Security Exchange Commissions, National Association of Securities Dealers, & all broker/dealer requirements.

Please consider my qualifications and experience:

* Effective and confident communicator in order to deal with a diverse range of staff and clients and be able to succeed in a demanding and pressurised environment
* Coordinate well and maintain a good relationship with FX desk and sales team other department where necessary regionally globally, to ensure high quality service
* Manage junior staff within the team
* A working knowledge or theoretical understanding of multiple products, including (IRS, FX, FRA’s, Futures) – from an operational, valuation and risk perspective
* An interest or appreciation of Emerging Markets and how they operate
* Strong communication and be able to work closely with other team members
* Experience of Kapital and Markitwire (preferable but not a necessity)
* Experience and advanced use of Microsoft Excel and Access

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

Sincerely,

Stevie Ernser