

# Asset Administrator Cover Letter

3401 Cary Circle  
Port Herschell, AZ 94822

**Dear Rowan Daugherty,**

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

In the previous role, I was responsible for guidance to line of business management and senior management across the organization to ensure compliance with all prescribed internal policies and regulatory practices.

Please consider my qualifications and experience:

- Previous experience in compliance or other client service exposure
- Minimum of 6 months of work experience in default mortgage servicing
- Previous experience in an administrative role in professional office environment
- Good problem solver, tenacious attitude
- Relevant experience in the financial services industry, ideally within a Control or MI production environment desirable but not essential
- Knowledge of GSP/ IMMS and related systems is desirable
- A willingness to undertake IAQ T&C desirable but not mandatory
- Basic knowledge of the physical hardware

**Thank you in advance for taking the time to read my cover letter and to review my resume.**

Sincerely,

Emerson Bergnaum