

# Asset Analyst Cover Letter

679 Rolando Ranch Helenastad, MO 74708

**Dear River Romaguera,**

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

In the previous role, I was responsible for support for the Accounting, Legal, Real Estate Services Management and Asset Management departments.

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:

- Manage the standard report list for the account
- New report development
- Request report modifications and follow up on asset variance concerns
- Ensure that assets which should be retired were checked for reuse
- Ensure asset is prepared for reuse– including confirmation of proprietary data removal
- Ensure asset is prepared for disposal
- For redeployable assets, ensure information is available and posted, as appropriate
- Ensure redeployable hardware is moved to a secure location, where appropriate

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

Sincerely,

Emery Konopelski