

# Back Office Cover Letter

82649 Donnelly Ranch Lake Lawrence, CA 24770

**Dear Ari Gleichner,**

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

In my previous role, I was responsible for a professional, telephone and office coordination service whilst creating a friendly and professional office environment and ensuring service levels are achieved.

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

- Knowledge of Hedge Fund Accounting a strong asset
- Exposure to software systems such as Advent Geneva, EZE Castle and Bloomberg a strong asset
- Intermediate proficiency in MS Excel would be a strong asset
- Familiarity with processes related to capturing wholesale natural gas transactions in ETRM systems
- Familiarity with SAP or similar Accounting system
- Self-motivated, able to work productively with little supervision to manage workflow and juggle priorities to meet deadlines
- Persistence in problem-solving, and attitude of continuous process improvement
- Knowledge of terminals and PC software functionality questions

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

Sincerely,

Phoenix Lebsack