

Client Service Administrator Cover Letter

6913 Dallas CovesLake Neville, MD 08615

Dear Cameron Crooks,

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

In my previous role, I was responsible for professional and efficient service to customers in the assigned function using defined processes, procedures, tools and systems as follows:

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:

- Supporting the audit teams by managing the administrative process for accepting new clients and keeping internal administrative process up to date
- Internal/external marketing support
- Work independently within a team environment to meet customer needs and achieve overall Pension goals
- Institutional asset management experience is preferred
- Effectively implement processes and procedures to maximize productivity and efficiency
- Excellent organization and time management skills in order to meet competing demands
- Strong project management skills – able to move projects ahead through skillful team management and leadership
- Knowledge of eVestment Alliance, Salesforce.com and other financial applications is preferred

I really appreciate you taking the time to review my application for the position of client service administrator.

Sincerely,