

Executive Support Cover Letter

7577 Linwood Freeway
Lake Gigishire, LA 62649

Dear Drew Reinger,

I would like to submit my application for the executive support opening. Please accept this letter and the attached resume.

In the previous role, I was responsible for monitoring and reporting of our systems including Active Directory, Email, Remote Access, SIEM, and other systems.

Please consider my qualifications and experience:

- Identify prospective leads in collaboration with operations and sales, generate leads and maintain a leads/prospects database*
- Track client moves, industry related news and focused data gathering
- Run email and tele-calling campaigns to generate meetings and leads for the sales team
- Comfortably call into multiple areas of focus such as analytics and risk with / without script
- Team player and enjoy customer contact
- Asset finance experience is desirable but not essential
- Experience within an asset management organization or similar in a client facing role is preferred but nor essential
- The IMC is a requirement for the role

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

Sincerely,

Campbell Kozey