

# Family Office Cover Letter

71220 Murphy WallNorth Nganfort, ME 56556-4836

**Dear Avery Leannon,**

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

In my previous role, I was responsible for case management and advocacy services to client families in order to ensure access to and full utilization of appropriate support services.

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

- Knowledgeable about investments, particularly hedge funds and private equity
- Solid knowledge of tax and investment partnership accounting
- Working knowledge of all other relevant areas of wealth management, such as trust and estate planning and administration, charitable entity administration and investing
- Strong technical accounting/reporting background in the areas of individual, entity (partnerships, LLCs, ), trust and charitable entity accounting and reporting
- Strong knowledge of the European asset management industry and deep understanding of retail products, client segments, regulatory and industry trends distribution channels
- Proficiency in at least one additional European language desirable (preferred German or Italian)
- Electronic Medical Records (EMR) experience in EPIC highly preferred
- Demonstration of a progression in responsibility with significant direct staff management experience

**Thank you for taking your time to review my application.**

Sincerely,