

# Finance Admin Cover Letter

2816 McCullough ViewBatztown, OK 56268

**Dear Indigo Mosciski,**

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

Previously, I was responsible for direct financial support to the regulatory and medical clinical teams, and IP/Licensing teams, including accounting, forecasting, reporting and analysis.

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:

- Very good knowledge of SAP and Microsoft Excel
- Fluency in German and in English, both written and spoken, other European Languages welcome
- Reliable and self-sufficient
- Experience with Latin American market
- Experience in technology-related job or field preferred
- Proficient with spreadsheet software and mainframe systems
- Experience with OMB Circulars A-122, 2 CFR 215, A-133 preferred
- Strong PC skills, specifically SRC, Lawson, Asset Management and MS Excel

**Thank you in advance for reviewing my candidacy for this position.**

Sincerely,

Alexis Yundt