

# Fixed Income Trade Support Cover Letter

36327 Russel HarborThadhaven, MA 57840

**Dear Armani Cremin,**

In response to your job posting for fixed income trade support, I am including this letter and my resume for your review.

In the previous role, I was responsible for investment recommendations and sustainability screening for European fixed income portfolios.

Please consider my experience and qualifications for this position:

- Experience in people management and performance review
- Hands-on experience in supporting fixed income cash and derivatives products
- Knowledge of industry structure, regulations and market development
- Able to utilize core technical skill and apply to a variety of trading platforms, technologies and operating platforms
- Advanced Excel / VBA skills would be an advantageous
- Microsoft Excel and/or Access – other database/query skills
- Maintain and support operational activities related to fixed income trading activity on the desk
- Manage high volume of emails/calls per day from traders, clients, clearing firms

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

Sincerely,

Alexis Swift