

# Implementation Analyst Cover Letter

47463 Graham Avenue  
Lake Angelport, GA 33511

**Dear Riley Yost,**

I am excited to be applying for the position of implementation analyst. Please accept this letter and the attached resume as my interest in this position.

In the previous role, I was responsible for consulting to clients on business problems for clients to help identify solutions to their business needs related to remittance processing.

Please consider my qualifications and experience:

- Understanding of custodian, brokers, transfer agents and investment accounting processes
- Experience in client service, both internal and external
- Experience in project management to drive process change
- Meet with client to discuss specifications, work with client and vendors to determine options, and facilitate meeting with key client personnel including IT for network connectivity and file mapping
- Work with credit union staff and vendors to execute the project plan, ensuring tasks are completed accurately and on time
- Identify and resolve outstanding issues
- Ensure quality throughout the project process
- Provide Post implementation support, possibly onsite for new PSCU Members projects

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

Sincerely,

Emery Mertz