

# Lead-Office Cover Letter

5303 Seema Flat East Joe, AZ 54950-8300

**Dear Hayden Kunde,**

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

Previously, I was responsible for audit detail, performance measurements, customer feedback, compliance and other reports to Technical Managers for the coaching and correction of technician behavior (5%).

Please consider my qualifications and experience:

- Be motivated, passionate, driven and organized
- Derivatives trade lifecycle and associated cash flows knowledge is essential
- Knowledge of current accounting and standards for receiving and handling cash and Payment Card Industry (PCI) standards
- Skill in basic arithmetic
- Skill in computer programs, such as Microsoft Suite
- Skill in coordinating work activities to meet deadlines
- Experience in effectively communicating (verbal/written) and presenting technical concepts to management, peer group and staff
- Experience in supporting Apple Mac devices

**Thank you for your time and consideration.**

Sincerely,

Drew Legros