

# Middle Office Trade Support Cover Letter

2567 Klein CrescentSchambergerside, MO 06912

**Dear Dallas Reichert,**

Please consider me for the middle office trade support opportunity. I am including my resume that lists my qualifications and experience.

In my previous role, I was responsible for support to the overall Global Markets Trade Store Lead for Cross asset trade repository and reporting.

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:

- Past utilization of Advent Geneva/Axys or any other formal trade support accounting system
- Intermediate proficiency in Microsoft Excel and Microsoft Word
- Working knowledge of product and financial concepts within the Fixed Income space
- Working knowledge of the industry, market conditions and can apply product knowledge across different areas
- Understands the different types of operational risk and the firm's approach and policies, understands the impact of operational errors and controls to manage risk
- Awareness of risk tools, audit, and MIS within the business - what is being measured, why and the impact
- Knowledge of various equity derivative and structured products including equity options, volatility/variance swaps, accumulator/decumulators, range accruals, ELNs, ELIs
- Substantial knowledge of equity and option products, economic releases and their impact

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

