

# Office Analyst Cover Letter

17946 Roselyn Run East Lanita, VA 79918-9427

**Dear Zion Medhurst,**

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

In my previous role, I was responsible for master Repurchase Agreement and Credit Agreement administration / operational support in the Capital Markets Middle Office Operations group.

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:

- Support the execution of international certifications program such as Japan PrivacyMark, Australia iRAP, Germany TuV, UK Cyber Essentials by working with stakeholders globally in multiple time zones
- Prior experience in Content Management tools to maintain website
- Understanding on asset management operations, exposure to portfolio management, trade execution, trade life cycle, monitoring processes
- Knowledge on Aladdin is an advantage
- Mastery in Microsoft Office products including Outlook, Word, Excel, PowerPoint, SharePoint
- Strong analysis, organization, planning, writing, time mgmt, presentation, and communication skills
- Highly motivated and passionate about providing high quality customer service
- Assisting in the design, development, and implementation of new system solutions

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

Sincerely,