

Office Analyst Cover Letter

4848 Tonita Roads Jonmouth, AR 82479-9966

Dear Peyton Bayer,

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

In my previous role, I was responsible for cover for Front Office dealing activities including foreign exchange trading and cash management.

My experience is an excellent fit for the list of requirements in this job:

- Interact courteously with vendors and ensure interaction provides a high quality of service
- Analyze vendors needs through soliciting, evaluating and acting upon feedback
- Coordinate with other internal departments to deliver seamless service to vendors
- Proactive, self-motivated and able to work independently with minimal supervision
- A good team player with positive attitude and strong ownership
- Proficiency in MS Office and industry specific software
- Strong analytical skills and advanced troubleshooting abilities
- Exhibit a positive customer friendly attitude

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

Sincerely,

Baylor Mohr