

Office Analyst Cover Letter

920 Terica TurnpikeHuelsstad, AZ 18141

Dear Rowan Keebler,

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

Previously, I was responsible for visibility to trade investment for actual and planned spend via a comprehensive suite of trade management tools and reports.

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

- Excellent cross product knowledge (equities, fixed income, multi-asset)
- Experience of working in an agile delivery methodology
- Able to work collaboratively and globally as part of a targeted implementation team
- Capable of working on multiple small initiatives at the same time
- Willing to challenge openly and constructively
- Detailed understanding of the asset management business, specifically across the Investment Platform
- Experience of systems related business change
- Good software skills to manipulate & present information in PowerPoint and Excel

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

Sincerely,

Charlie Legros