

Onboarding Associate Cover Letter

7945 Marquis ShoresPort Natividad, AZ 24438

Dear Ari Jacobs,

Please consider me for the onboarding associate opportunity. I am including my resume that lists my qualifications and experience.

In my previous role, I was responsible for accurate and timely AML/ATF and sanctions subject matter expertise to the business to support their effective completion of GBM KYC/CDD/EDD/SEDD processes.

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:

- Institutional KYC onboarding experience essential
- CAMS qualified (desirable but not essential)
- Manage priorities on activities execution and delegation
- Work independently with self prioritization and attention to deadlines
- Demonstrable experience of working in a financial regulated firm and familiarity with Anti-Money Laundering Regulations Customer Due Diligence requirements
- Minimum grade C in GCSE Maths and English Language, or equivalent
- Personal computing experience and expertise in Microsoft Word, Access and Power Point
- Intermediate to Advanced skill-set with Microsoft Excel

I really appreciate you taking the time to review my application for the position of onboarding associate.

Sincerely,

Riley Rohan