

# Portfolio Administrator Cover Letter

367 Edgar UnionsKalliefort, SD 98712

**Dear Landry Schmeler,**

I would like to submit my application for the portfolio administrator opening. Please accept this letter and the attached resume.

In the previous role, I was responsible for leadership to the regions on matters pertaining to GCD services, policies and procedures, as directed by the VP, GCD.

Please consider my experience and qualifications for this position:

- Proficient with enhanced trading platforms (Orion experience preferred)
- Knowledge of market research tools, Morningstar, SunGuard
- Familiarity of trading regulations and requirements
- Demonstrate a strong level of commitment & work ethic
- Demonstrate a keen intellect with strong quantitative skills
- Deliver a consistent and high quality service in a multi-client environment
- Impeccable attentions to detail
- Good knowledge of securities dealing

**Thank you for taking your time to review my application.**

Sincerely,

Stevie Oberbrunner