

PTP Specialist Cover Letter

7148 Christiansen DivideTiffanyview, CA 54869

Dear Bellamy Baumbach,

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

Previously, I was responsible for asset management planning; describe provisions for asset status accounting and asset audits.

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:

- Communicative French
- Computer literate, fluent in MS Office
- Takes ownership / pro-active attitude
- Minimum 6 months relevant work experience in a corporate environment
- Full responsibility in managing key vendor accounts under his/her supervision
- Create, test and run reports to ensure that the department works in accordance with the compliance requirements and recognizes possible compliance failures
- Support on-boarding
- Respect compliance procedures and provide assistance upon audit or managerial request

Thank you in advance for reviewing my candidacy for this position.

Sincerely,

Frankie Quigley