

# Temporary Analyst Cover Letter

22050 Tami Pike South Maxiemouth, VT 46597-6618

**Dear Gray Flatley,**

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

In the previous role, I was responsible for administrative support to EVP, International including heavy calendar and travel management and support in international conference logistics as needed.

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

- Positive attitude, quick learner
- Pay attention to detail and have organizational skills
- Some experience working in an ERP system using custom reports/searches to pull data
- Take ownership of the refund and credit process
- Beer/alcohol industry knowledge preferred
- Highly organized with strong attention to detail with consistent accuracy
- Familiar with financial systems - PayPal and other Payment providers platforms - an advantage
- Proactive and out of the box thinker

**I really appreciate you taking the time to review my application for the position of temporary analyst.**

Sincerely,

Zion Ritchie