

Third Party Cover Letter

98659 O'Reilly CenterNorth Kermit, MT 25913-2269

Dear Spencer Wilderman,

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

In my previous role, I was responsible for guidance on third party management controls to involved stakeholders and partners with them to effectively manage third party risk.

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:

- Excellent analytical skills to identify problems, collect data, establish facts and draw valid conclusions
- Able to work effectively in a fast-paced environment, with excellent organizational and time management skills
- Sedentary office setting requiring good manual dexterity
- Participating with the Line of Business vendor management team to conduct onsite due diligence of third parties that meet a certain risk tolerance
- Routinely perform testing of third party business operations in an effort to ensure that all regulations are being followed
- Researching federal and state laws, regulations, and best practices to ensure that the Third Party Management Program is continuously updated and current on all regulatory requirements
- Working with the Compliance Training SME to develop applicable training programs for third parties and conducts formal training for internal personnel and external third parties
- CRCM or CIPP certification preferred

Thank you for your time and consideration.

Sincerely,

