

SUSAN WRIGHT
555.555.5555 ■ YourEmail@gmail.com

Date

Re: Treasury Assistant Job ID: EXP288-182

Dear Ms. Foren:

Until April 2011, I was employed in Bank United's cash vault facility; Ms. Liz Atwater and I worked together before she joined your team. Liz suggested I contact you directly. Your job posting listed the following requirements, which I believe I directly meet as shown below.

- 1. Prepare depository packages for new and established departments. Develop ad hoc reports detailing deposit statistics.**
 - 15 years' experience as a specialist in bank depository procedures providing instruction and problem resolution for over 700 commercial customers. Reduced customer inquiries by 50% in the first year on the job through rewriting forms and online instructions.
 - 10 years' experience creating ad hoc reports. Recognized as the go-to person for advanced MS Excel and Access applications.
- 2. Maintain treasury services and cash management database, prepare bank correspondence for all bank relationships and accounts.**
 - Subject matter expert for database management; facilitated identification of best practices and continuous improvement of service quality; implemented a commercial customer deposit database that reduced response time for research requests by 25%.
- 3. Assist in the execution of vendor pay cycles, including payments made by check and ACH. Process daily check and payment runs.**
 - Department lead for ACH payment processing.
 - Payment experience demonstrates an ability to handle payment processing cycles with attention to detail. In 10 years, never missed being prepared for payment schedules by at least four hours in advance of the deadline.

In addition, my software experience is wide ranging, and I have an intuitive sense to master new programs in changing environments. Finally, my schedule is flexible, and I am available to cover extended customer service hours 24/7/365.

Thank you for considering my resume. I look forward to speaking with you.

Sincerely,

Susan Wright