

JANE DOE

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Saturday, March 21, 2020

MetLife
Whippany, NJ
Re: Sr. Credit Risk Analyst

Dear Sir or Madam:

My name is Jane Doe, and I am interested in making application for the position of Sr. Credit Risk Analyst. After reviewing the duties and responsibilities that the position requires, I am confident that my proven experience in calculating the capital requirements necessary to protect global financial institutions from insolvencies, my ability to mitigate credit and counterparty risk and my deep knowledge of a variety of proprietary credit risk software would be very helpful to me in this position.

While serving as the manager of the Business Management/Risk and Collateral Management Team at Barclays I founded the Portfolio Reconciliation Team within the Business Management unit and built the department from two members in the US to a global team over 20 contributors. By coordinating the over-collateralization of clients during the 2008-2009 financial crisis Barclays was not exposed to any banks or clients and incurred no loss from insolvencies or failure to meet collateral obligations. As Assistant VP in charge of the Index and POINT Marketing Team I built enhanced research effectiveness by working with the quantitative research and modeling teams to apply advanced mathematical and statistical methods. And currently, as PORT Account Manager, I oversee Sales and Account Management for 11 US states and all of Canada and bring this innovative credit risk software to a larger business audience.

I have confidence that my talent for calculating capital requirements which insulate global financial institutions from counterparty risk, my proven achievements in minimizing risk in difficult economic environments and my comprehensive knowledge of proprietary credit risk software would allow me to become an effective Senior Credit Risk for MetLife and make a strong contribution to your organization its continued success.

I thank you for taking the time to consider my resume and I hope to hear from you soon.

Sincerely:

Jane Doe