

Cover Letter for Thomas Ryden – Client Service Associate Position

Dear Hiring Manager,

I am pleased to present Thomas Ryden as an outstanding candidate for the Client Service Associate position at your retirement and financial planning firm. Thomas is a recent graduate with a Bachelor of Science in Quantitative Finance from The University of Alabama, Culverhouse College of Business, and brings hands-on experience in financial services, client support, and investment analysis.

Education and Qualifications

Bachelor's Degree: Thomas holds a Bachelor of Science in Quantitative Finance, meeting your educational preference.

Relevant Coursework: His academic background includes advanced courses in financial analysis, investment modeling, and money and capital markets, equipping him with a strong foundation in financial principles and client-focused solutions.

Professional Experience

Client Servicing Analyst at Clearwater Analytics: Thomas currently supports clients in investment accounting, reconciliation processes, and compliance reviews. He manages client inquiries on financial statements and analytics reporting, demonstrating his ability to deliver accurate and timely client service in a fast-paced environment.

Market Regulation Intern at FINRA: He gained a deep understanding of securities markets and regulatory frameworks, preparing project status reports and supporting investigations—skills directly relevant to compliance and operational excellence.

Private Banking Intern at Brown Brothers Harriman: Thomas prepared detailed portfolio and macroeconomic reports, assisted business development, and supported relationship managers with ultra-high-net-worth clients. This experience honed his communication, analytical, and client service abilities.

Technical and Interpersonal Skills

Technical Proficiency: Thomas is skilled in Excel, PowerPoint, Python, and SQL, and has experience with data analysis and financial modeling. While not yet familiar with Orion, Eclipse, or Schwab, his proven ability to learn new systems and adapt quickly makes him an excellent candidate for training on your firm's platforms.

CRM Experience: He has supported client onboarding and account management, demonstrating familiarity with CRM processes and client data handling.

Work Ethic and Attitude: Thomas is deadline-focused, detail-oriented, and brings a positive, team-oriented attitude to every role. His leadership as Vice President of Phi Delta Theta and

co-founder of a real estate portfolio further illustrates his initiative and commitment to excellence.

Thank you for considering Thomas for this opportunity. Please feel free to contact me for any further information.

Sincerely,

Carola Blanco
Recruiter