
M [REDACTED]

◆ 1 ([REDACTED]) ◆ m ([REDACTED])@outlook.com

July 26, 2025
AVP, Asset Management
Proven Wealth Limited
RE: Manager, Asset Management

Dear Sir/Madam,

I am excited to submit my application for the Manager, Asset Management position, as advertised. My professional and personal goals align with Proven Wealth Limited's core values of Teamwork, Respect Integrity and Performance. This alignment makes this opportunity particularly exciting for me.

I am confident that my problem-solving, critical thinking, and interpersonal skills will contribute to your ongoing organizational success. Throughout my career, I have played a significant role in driving business outcomes through effective organization, prioritization, and execution of essential projects.

My ability to collaborate, people-oriented approach, and enthusiasm for learning have equipped me with excellent leadership capabilities. I am eager to apply my strengths and expertise in leadership to support your team's initiatives. Additionally, I possess knowledge and experience in various fund management activities across multiple asset classes. I have held several positions that involved communicating and presenting management information to the leadership team.

I successfully led a team of investment professionals as part of the Strategic Investment Group at Abrdn where I chaired discussions on asset allocation, security selection and implementation for all managed portfolios. I have a proven track record in providing detailed quantitative and qualitative analyses of markets and securities to support portfolios, utilizing Total return, Tactical Asset Allocation (TAA), or Strategic Asset Allocation (SAA) strategies.

My computer skills include coding in MATLAB and VBA, and I have recently begun learning Python. I am well-versed in data and analytics platforms such as Bloomberg, DataStream Eikon, and Haver Analytics. My proficiency in the Microsoft Office Suite is excellent, and I frequently produced management information reports and investor notes using Excel, Word, PowerPoint, and Publisher.

I am a firm believer in continuous professional development and am currently pursuing a PMP certificate in Project Management and Real Estate Economics, while staying updated on advancements in risk management, regulations, and global markets.

My resume provides further insight into my career background and professional skills. I appreciate your consideration of my qualifications and look forward to your response.

Sincerely,

[REDACTED]

Commented [TM1]: Would things like teamwork, respect, integrity, and performance be *goals*? These seem more like skills and character traits. I don't know. There's still a bit of vagueness around what your goals are and how exactly they align. "Goals" can also be misinterpreted as you wanting to develop these things (as opposed to already having them). Consider rephrasing. Maybe something along the lines of:

Throughout my XX-year-long career, I have always embodied Proven Wealth Limited's core values of teamwork, respect, integrity, and performance.

Commented [TM2]: Punctuation needed here.

Commented [TM3]: I don't think you need this line. I think you can close with the next highlighted line (see next comment).

Commented [TM4]: I recommend moving this up to the first paragraph to improve flow.

Commented [TM5]: I think this can be merged into one paragraph. I'd aim to limit to five body paragraphs.

Commented [TM6]: I like this line. Good pivot to your adaptability, continuous education, and willingness to stay abreast of current market factors (as stated in the job posting).

Commented [TM7]: Sounds overly formal. "Thank you for your time and consideration" is sufficient here.

Commented [TM8]: Consider rephrasing to be more "collaborative." Since this is your final line, conciseness is less of a concern here as the goal is end strong. Here, ending strong means pushing the conversation *forward*.

Example—

I look forward to the opportunity to discuss my fit for this role and explore how I can contribute to Proven Wealth Limited's mission of XX.