Downloaded from <https://www.velvetjobs.com/cover-letters/records-administrator>

# Example of Records Administrator Cover Letter

267 Cronin Road
East Jani, AK 29319-6320

**Dear Corey Kovacek,**

I submit this application to express my sincere interest in the records administrator position.

In my previous role, I was responsible for in-service programs for simple network maintenance; Assist personnel with operation and routing for centrally maintained and managed applications and Internet based applications;.

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:

* Proficiency with MS Office programs (Excel, Access, work, Power Point and Visio) desirable
* Familiarity with Federal Aviation Regulations desirable
* Poplar Bluff, MO 1 vacancy
* Respond to the two targeted questions contained in the 'Key Application Responses' section of this advertisement
* Address the essential requirements contained in the 'Key Application Responses'
* Experience with appraisal, inventory, classification and records management knowledge experience preferred
* Experience in information resources management, information systems and technology, administrative management, or law as it applies to records information and management
* Able to travel between office floor location and basement storage facilities to retrieve and/or store records

**I really appreciate you taking the time to review my application for the position of records administrator.**

Sincerely,

Skyler Walter