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

# Example of Records Administrator Cover Letter

5787 Ledner Parks
Darinfurt, IA 00992

**Dear Shae Kozey,**

Please consider me for the records administrator opportunity. I am including my resume that lists my qualifications and experience.

In the previous role, I was responsible for quality oversight for review of manufacturing documentation, product release and maintenance of records.

Please consider my experience and qualifications for this position:

* Able to work well autonomously and be a complete self-starter
* Prior experience with union work rule environment and processes
* Formal training or equivalent experience in document management software, processes, methods, or systems
* Proficient computer keyboarding
* MS Excel, MS Word, and MS Access
* A proficient level of knowledge of the typical content, organization, and format of Engineered Project Documentation
* Working knowledge of OSHA, DOT, RR Commission, Operational/Safety, , mandates which drive the requirements for Engineered Project Documentation
* Technical aptitude in the use of reproduction equipment and methods

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

Sincerely,

Tyler White