

Collections Clerk Cover Letter

190 Antonio MountWhitebury, MD 04338

Dear Rory Boyer,

I am excited to be applying for the position of collections clerk. Please accept this letter and the attached resume as my interest in this position.

In the previous role, I was responsible for customers with support including but not limited to; copies of invoices, proof of delivery, and reconciliations.

Please consider my qualifications and experience:

- Identify damaged thin sections for repair and cleaning as necessary
- Maintain, collect and store PI paperwork including PI inventories
- Ensure that critical shipments of samples are delivered to or received from the mail room by established times
- Shipping and receiving of all extraterrestrial materials for the Astromaterials Acquisition & Curation Office
- Updating the Mail Log with Federal Express Tracking numbers and verifying package deliver to PI's
- Interface with NASA JSC mail room, transportation, and export control for safe delivery of curation samples
- Inspect returned extraterrestrial samples for Lunar and Meteorite collections and notify lab leads and curation managers when received
- Receive and log requests for the University Thin Section Program, schedule use of thin section packages, package and mail to authorized users, inspect packages when returned, issue return receipts and prepare packages for reissue

Thank you in advance for reviewing my candidacy for this position.

Sincerely,

Blake Feeney