

Collections Clerk Cover Letter

93644 Bednar FallsSouth Kaciberg, IN 76645-4179

Dear Sam Pacocha,

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.

Previously, I was responsible for quality customer service to internal/external customers including, but not limited to, reasonable inquiries on collection status and requests for information.

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:

- Follow established procedures for shipping and receiving of samples from the Curation collections (Lunar, Meteorite, Genesis, Stardust, Cosmic Dust, Hayabusa, and Microparticle Impact Curation - MIC) labs
- Prepare sample assignment forms
- Receive and verify PI sample inventories
- Receive and record returned samples from PI's
- Coordination of the University Thin Section packages program
- Generate NASA Export Control reports for samples that are mailed to foreign PI's
- Inspect all returned packages/samples, issue return receipts
- Prepare packages/samples for reissue

Thank you for taking your time to review my application.

Sincerely,

Lennon Hessel