

# Collections Clerk Cover Letter

452 Beahan RouteLake Rayfordmouth, KS 30256-8935

**Dear Marion Hackett,**

I submit this application to express my sincere interest in the collections clerk position.

In my previous role, I was responsible for leadership and direction pertaining to all Supplier Governance reporting, including but not limited to: issues, contract renewal, assessments or terminations.

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:

- Ensure compliance, maintain log out books and 892 forms for contractors for loans and returns of Astromaterials Educational samples (Lunar and Meteorite disks, displays, and meteorite hand samples)
- Facilitate a library of Lunar and Meteorite thin sections
- Maintain the SCC Thin Section Access List
- Maintain the Curatorial Orders (CO's)
- Assess metrics for the SCC for management reports
- Maintain the Apollo Tool Checkout
- Assist with Hurricane Drill
- Able to organize and prioritize tasks in order to meet deadlines and schedules and to work unsupervised from time to time

**Thank you for considering me to become a member of your team.**

Sincerely,

Rowan Bechtelar