

Document Administrator Cover Letter

7146 Myrl Highway West Latiaside, WI 71208

Dear Rory Harvey,

I would like to submit my application for the document administrator opening. Please accept this letter and the attached resume.

In the previous role, I was responsible for technical support and assistance to Commercial Loan Administrators, helping to troubleshoot, and determining how and when to escalate issues.

My experience is an excellent fit for the list of requirements in this job:

- Document control/record retention experience highly preferred
- Knowledge of FDA & ISO 13485 Quality System Regulations
- Knowledge of systems of record
- Experience writing policies, procedures, and guidelines
- Knowledge and application of document scanning, and scanning computer software
- Multi-tasking and organization skills with attention to details are vital in this role
- Knowledge and experience with enterprise content management systems
- Attention to detail, effective communication skills and understanding on contract terminology

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

Sincerely,

Avery Carroll