

Document Clerk Cover Letter

6455 Hubert IsleLake Elisha, NJ 84469

Dear Blake Becker,

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

Previously, I was responsible for advanced Level 2 technical telephone and email support on all Document Imaging products, software and solutions.

Please consider my experience and qualifications for this position:

- Initiative to research and resolve problem
- Initiative to be a resourceful to research solutions
- Willingness to adapt to changing duties with team members and support priorities
- Self-motivated with a strong initiative to learn
- Handle multiple tasks or projects simultaneously within established time constraints
- Knowledge of document management system
- Preparing batches of materials for scanning
- Mending torn papers, removing staples, flattening and "right-sizing" pages

Thank you for taking your time to review my application.

Sincerely,

Peyton Harber