

# Document Clerk Cover Letter

29835 Meaghan GatewayLuettgenburgh, MS 70828

**Dear River Nicolas,**

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

In my previous role, I was responsible for support to all claims imaging/scanning/filing functions as required and works within departmental targets.

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:

- Recording client policy numbers and names
- Applying appropriate barcode sheets and filling out batch sheets for scanning
- Meet productivity goals in a fast-paced environment
- Utilizes the standard Electronic Document Management Systems (EDMS), InfoWorks, to register, control, distribute, and transmit design documentation received from Project Administration
- Maintains access controls for the jobsite team to the EDMS
- Coordinates the implementation of the procedures and ensures training records are current for administrative personnel
- Maintains effective communications with other project team members, client, and administrative personnel to ensure quality, schedule, and budget
- Processes jobsite generated records in EDMS

**Thank you for taking your time to review my application.**

Sincerely,

Royal McClure