

# Document Clerk Cover Letter

620 Mitzi Meadows Lake Aikoshire, CO 23274

**Dear Emerson Barton,**

In response to your job posting for document clerk, I am including this letter and my resume for your review.

Previously, I was responsible for an interface to IT support for Document Control issues, which include process enhancements to existing software, developing recommendations for new hardware and/or software that may benefit the Document Control environment.

Please consider my experience and qualifications for this position:

- Coordinates with Shop Supervisor in obtaining estimates for repair of equipment
- Answer phones, distribute messages and deliver and retrieve daily mail
- Process and deliver request for office supplies
- Pick-up and delivery of parts and equipment to and from shop
- Follows company furnished information directives
- Minimum knowledge of scanning
- Prepares, prints, copies, and drawings and presentations
- Handles revision management

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

Sincerely,

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