

Document Clerk Cover Letter

18510 Hansen Centers Juniorville, AR 64307

Dear Emerson Lakin,

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

In the previous role, I was responsible for routine office support including filing, copying, mailing, faxing and delivering documents to other offices on campus.

Please consider my qualifications and experience:

- Knowledge of Document Management Systems software
- Computer literacy with an emphasis of spreadsheet and database management
- Parking industry experience is preferred
- May provide back-up telephone support
- Use various computer and office equipment be able to move throughout the office and manufacturing area in order to talk/hear or otherwise communicate with employees, management, customers, vendors, and others
- Noise level in the work environment ranges from quite to loud
- Customer Service skills • Strong attention to detail
- Document management system • Analytical and problem solving skills

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

Sincerely,

Landry Botsford