

Document Clerk Cover Letter

95444 Kassulke GlenRaynorview, WY 48167

Dear Drew Lynch,

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

In my previous role, I was responsible for d2 support for information management issues, which include process enhancements to existing software, developing recommendations for new hardware and/or software that may benefit the information management environment.

Please consider my qualifications and experience:

- Coordinates with Shop Supervisor in the identification of materials, parts and assemblies, prepares Material Requisition Form and submits to Procurement for purchase
- Keeps Shop Supervisor apprised of anticipated receiving dates of material, parts and assemblies in accordance with the Material Requisition
- Coordinates with Shop Supervisor on overdue materials, tracks the delivery of material(s), and maintain applicable reports
- Keeps track of all assigned work documents and provides up-to-date status to Supervisor of assigned shop
- Performs Hazardous Material Management System (HMMS) data entry, provides tracking, and coordinating of (Material) Safety Data Sheets
- Review correspondence memorandums for completeness and format accuracy
- Prints, sorts and distributes a variety of work documents for use by Supervisor or shop personnel
- Maintains and files all completed work documents such as work orders and preventive maintenance task documents for assigned shop

I really appreciate you taking the time to review my application for the position of document clerk.

