

# Document Clerk Cover Letter

7088 Cathrine SummitPort Vicentemouth, SD 22539-1578

**Dear Royal Hessel,**

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

In the previous role, I was responsible for automated litigation assistance to AUSAs utilizing various software applications such as Relativity, iPro Eclipse, Everlaw, CaseMap, TimeMap, Trial Director, Beyond Compare, USAfx (cloud storage interface), and SecureZip.

My experience is an excellent fit for the list of requirements in this job:

- Knowledge of ACCESS Claims system
- Good knowledge of MS Word, MS Excel, Adobe
- A Birth certificate, U.S. passport or permanent resident card
- Being able to pass a credit check and background check
- Perform repetitive work quickly and accurately
- Proficient in Microsoft Excel, Word, and SharePoint
- Experience working within a Document Control Software and generating transmittal letters
- Confidentiality and non-compete agreement

**Thank you in advance for reviewing my candidacy for this position.**

Sincerely,

Haven Greenholt