

Document Control Manager Cover Letter

325 Cathern Canyon Rosendohaven, MS 61174-6394

Dear Denver Marquardt,

Please consider me for the document control manager opportunity. I am including my resume that lists my qualifications and experience.

In the previous role, I was responsible for accurate and efficient document control and data management including assurance of document numbering and revision control in accordance with company procedures.

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:

- Document Control / Document Management experience is preferred
- Working familiarity of AutoCAD or other construction CAD systems is helpful
- Thorough knowledge and understanding of Quality Systems requirements and ISO 13485
- Solid computer skills using MS Office, Photoshop, Adobe, Quark or other related software, various related file management software, Outlook and the internet
- Experience as a Document Control Manager for a large, complex multi-project Program
- Broad knowledge of Project Control Systems and processes
- Proactively identifies areas for process improvements within the organization and recommends and implements improvements
- Experience with Microsoft software, MS Excel, MS Word, Internet Explorer

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

Sincerely,

Casey Kohler