

# Document Control Manager Cover Letter

18796 Karly PlazaBernierchester, NM 92814-4162

**Dear Emery Labadie,**

I would like to submit my application for the document control manager opening. Please accept this letter and the attached resume.

In the previous role, I was responsible for input and support in the development and improvement of document control related procedures and work instructions.

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

- Competent using Microsoft Word, Microsoft Excel, , and Microsoft Outlook
- Familiar and comfortable working with database applications (e.g., Access, QAD, ConsenSys , FileMaker Pro)
- Proven experience and detailed understanding of delivering a Quality Management System for an operating asset, covering Warehousing, Material Management, Supplier Quality, Project and Modifications, Turnarounds, Non Conformance, and managing 3rd party inspection bodies
- Proven experience and detailed understanding of delivering an Information Management System for an operating asset, covering Tag data management, document control, 3D models, pipeline databases, commissioning and GIS
- Strong knowledge and practical experience of managing external contractors and equipment vendors
- Team player and strong leadership skillsPersonal commitment to hands-on HSE leadership in all aspects of role
- Previous Document Control experience (preferably in an architectural environment)
- Experience overseeing a submittal process (sending submittal for approval and tracking until received back from customer and released to manufacturing)

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

