

Document Control Manager Cover Letter

7305 Bartell GreenNorth Mayaberg, NJ 81918-2544

Dear Alexis Grimes,

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

In my previous role, I was responsible for quality Assurance / Quality Control (QA/QC) audits of the hardcopy Document Control files and the Electronic Document Control files.

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:

- Office format and procedures, be consistently exact and correct in the application of office format and procedures
- Sanofi's leaders motivate, inspire, build, and retain highly effective manufacturing teams while managing for high performance and developing others
- Experience presenting to large groups in areas of subject matter experience
- Proficient in Microsoft Office applications and graphics
- Demonstrated experience managing a GMP document control function and/or training function is preferred
- Previous experience with pharmaceutical manufacturing or laboratory technical functions is preferred
- Agile Administrator with creation of new users, deleting terminated users, maintaining data integrity within the form fields, updating item forms within Agile to accommodate changes within company processes and company growth
- Keeping process up to date with current practices

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

Sincerely,

