

# Record Cover Letter

95088 Laila Plaza West Rod, WY 62803-3707

**Dear Tatum Ward,**

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

Previously, I was responsible for technical assistance to providers and internal staff regarding best practice in the management of medical records.

Please consider my experience and qualifications for this position:

- SPM/EWM experience
- A strong background in Excel spreadsheets
- Experience in running SAS jobs
- An understanding of inventory validation and inventory on-hands (Legacy and/or SPM)
- Effective communication skills to explain involved practices to all constituents (students, faculty, staff, parents) in a prompt, accurate, and courteous manner
- Flexibility to work overtime hours during peak periods (typically pre-registration and late spring for commencement)
- Product Knowledge is preferred
- Knowledge of cGMPs and regulatory requirements

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

Sincerely,

Shiloh Zboncak