

Record Cover Letter

150 Charlene Drive Macejkovicville, CA 11373

Dear Greer Cummerata,

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

In my previous role, I was responsible for consistent feedback and recommendation to Corporate Accounting Team (US) in safeguarding of assets through proper internal controls, policies and procedures, and support implementation of agreed policies and procedures.

Please consider my qualifications and experience:

- Maintain active Broker Licenses in good standing with the State and any applicable agency
- Perform Services in good faith and in a timely, professional manner, in accordance with all applicable industry standards and laws, including, but not limited to, the Brokerage Laws
- Notify the Company in writing of any suspension, revocation or termination of any Broker License
- Notify the Company in the event that any Broker License is no longer active and in good standing
- New hire orientation and Record Searcher Training
- Detail oriented with organizational, analytic, and problem solving skills
- Experience using Epic EHR
- Considerable experience with Windows computer environment and proficiency with MS Office

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

Sincerely,

Spencer Lockman