

# Record Cover Letter

9933 Andreas Mountain New Richie, OK 60218-7078

**Dear Royal MacGyver,**

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

In the previous role, I was responsible for quality review on returned medical records to ensure the records are legible and contain customer identifying information, such as name and date of birth.

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:

- Experience with computers and Excel spreadsheets
- Knowledge of records software systems (preferably iRM - iManage Records Management), scanners, filing, storage and disposal procedures
- Proficiency in computer programs MS Outlook and Office
- Knowledge of PC's and desktop software
- Proficient user in Microsoft Word, Excel, and Power Point
- Basic experience with e-mail systems and calendaring systems
- Proficient in grammar, spelling, and punctuation
- Proficient in the use of image-editing software

**Thank you for taking your time to review my application.**

Sincerely,

Peyton Langworth