

# Records Clerk Cover Letter

86625 Frami VistaDietrichmouth, FL 70322

**Dear Indigo Powlowski,**

I would like to submit my application for the records clerk opening. Please accept this letter and the attached resume.

In the previous role, I was responsible for ongoing communication with Supervisor regarding customer concerns, operational procedures and updates, staffing issues, and USPS regulations.

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:

- Sort, index and file contracts, correspondence, images, and drawings
- Information retrieval which involves research, database searching, retrieval, reporting and interaction with staff
- Process warehouse requests by recalling materials from offsite facility and monitor circulation
- Review of materials for interactive storage, preparation of materials for digital conversion, annual retention review
- Records and information management data entry, database maintenance, and report creation
- Special projects which include database data cleaning, review of documents for destruction and intranet maintenance
- Active attention to detail
- Technical and computer skills (operating a scanner, MS Office and copy machines)

**Thank you in advance for taking the time to read my cover letter and to review my resume.**

Sincerely,