

Records Clerk Cover Letter

7156 Henriette Way
Stokesmouth, OH 31880-4260

Dear Azariah Leuschke,

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

In the previous role, I was responsible for information and guidance on processing of expense reports/check requests and use of FMS and responds to questions from associates concerning expense policies and procedures.

Please consider my qualifications and experience:

- Experience with a Document Management program
- Comprehensive knowledge of legal knowledge
- Previous experience with records management preferred
- Knowledge of medical and/or dental terminology and medical office procedures preferred
- Skill in typing, dictation and computer applications preferred
- Demonstrated proficiency with personal computers in a networked environment and familiarity with Microsoft applications (Outlook, Word, Excel, PowerPoint and Internet Explorer) or similar software
- Should type accurately at reasonable speed
- Able to follow detailed verbal and written directions

Thank you for taking your time to review my application.

Sincerely,

Tyler Ondricka