

Records Clerk Cover Letter

83148 Rosenbaum Expressway
Wisozkfort, CA 96424-5134

Dear Sutton Goodwin,

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

In my previous role, I was responsible for reports on ECM usage and compliance with processes and procedures to assist management in the development of records management policies.

My experience is an excellent fit for the list of requirements in this job:

- Focus on high level of quality
- Prefer higher education in medical records or related field
- Previous experience working in a medical record department of a facility providing direct patient care preferred
- Able to follow clear instructions
- Collect, sort, file and/or distribute interoffice and in-coming mail in accordance with all applicable rules and regulations
- Check incoming paperwork (correspondence, invoices) and make copies before distributing
- Sort all papers alphabetically and according to content, dates, significance
- Enter paperwork into an electronic system either by data entry or by using optical scanners

I really appreciate you taking the time to review my application for the position of records clerk.

Sincerely,

Peyton Mayer