

# Records Clerk Cover Letter

6966 Rolf Corner New Briggittetown, AR 89488

**Dear Frankie Gleichner,**

I submit this application to express my sincere interest in the records clerk position.

In my previous role, I was responsible for a safe work environment through compliance with safety guidelines; identifies potential safety hazards and reports, maintains a professional department, company, and community reputation.

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

- Able to work flexible hours including overtime, holidays, weekends and evenings as needed or assigned
- Comprehension of Human Resources processes
- Secretarial or clerical experience preferred
- Working Knowledge of clerical duties, English grammar, spelling, punctuation and basic arithmetic
- Records maintenance experience
- File records in alphabetical or numerical order
- Maintain file and records systems
- Retrieve files / records

**Thank you for your time and consideration.**

Sincerely,

Sawyer Walter