

Records Clerk Cover Letter

21170 Osinski IsleConnellyland, FL 76079-4932

Dear Ari Williamson,

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 service according to the expectations of eRecord team policies/procedures and standards developed around the eRecord for client departments.

Please consider my qualifications and experience:

- Purge legal files / records
- Clean and maintain the file / records space
- Organize files / records
- Digitize & scan physical files
- Working knowledge of operations applications including Maximo, SAP, i-Viewer, Document Tracker, eGIS
- Proven Excellent knowledge of Microsoft Office Suite and Outlook
- Protect the confidentiality of all company documents, and the information contained within those documents
- Proficient in WebReg Registration system and FAA certifications

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

Sincerely,

Jordan Funk