

Records Clerk Cover Letter

5583 Vanna Route New Celenafurt, MI 66645

Dear Dakota McDermott,

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

Previously, I was responsible for training and assistance to the Javelina Enrollment Services Center concerning Office of the Registrar policies and procedures.

Please consider my experience and qualifications for this position:

- Monitor inventory of files, paper clips and report shortages
- Proven experience as a records clerk who has handled confidential documents in the past
- Very good knowledge of MS Office and office equipment such as photocopier, scanner
- Experience in records management in a correctional institution or office preferred
- Proficiency in Microsoft Word, Excel and other personal computer applications preferred
- Able to quickly learn and implement agency policies and procedures
- Professional conduct at all times
- Able to diffuse tense or upset customer situations

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

Sincerely,

Marion Shanahan