

Records Coordinator Cover Letter

84236 Runte Lane West Kory, AK 08270

Dear Alexis Huel,

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

In the previous role, I was responsible for training to Office Specialists – Health Services, and assign specific duties to ensure compliance with the client requirements.

Please consider my qualifications and experience:

- Human Resources, Office Coordinator, Customer Service and/or related experience highly preferred
- Maintain, archive, and produces HR records
- Assists in filing Employee paperwork and integrating files
- Assist tracking and sending records to offsite storage
- Great organizational skill and attention to detail
- Working knowledge of Human Resources System(s), Excel and Word
- Working knowledge of Field & Records procedures as they pertain to asset records
- Working knowledge of operations applications including STORMS, PMTS, SAP, i-Viewer, Document Tracker, eGIS

Thank you in advance for reviewing my candidacy for this position.

Sincerely,

Emerson Kling