

# Records Coordinator Cover Letter

9387 Dave LandJerdechester, OR 38211

**Dear Alexis Kunde,**

I am excited to be applying for the position of records coordinator. Please accept this letter and the attached resume as my interest in this position.

In the previous role, I was responsible for information, analysis and recommendations in purchasing office/employee supplies, furniture and equipment; maintains a sufficient inventory of supplies for office and kitchen area.

Please consider my qualifications and experience:

- Excellent knowledge of Microsoft Office Suite and Outlook
- Effective financial monitoring and management skills
- Cross-cultural awareness and sensitivity
- Knowledge of Microsoft Office Suite (Word, Excel, PowerPoint) and Banner
- Experience in financial monitoring and management
- CA drivers license, insurance, registration
- Attention to detail and tidiness
- Post high school education or equivalent preferred

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

Sincerely,

Emerson Okuneva