

# Records Coordinator Cover Letter

8330 Fabian Parkways Verntown, MD 89898-4435

**Dear Sam Funk,**

In response to your job posting for records coordinator, I am including this letter and my resume for your review.

In my previous role, I was responsible for academic and student record support services to various University offices including: Syracuse Abroad, ESF, Project Advance, (biodemo creation, data entry, student status changes, leaves of absences, readmits, OnBase scanning, enrollment/registration troubleshooting, transcripts); College of Law (data entry, OnBase scanning); Dean of Students (medical/leave of absences, readmits); Graduate School (health services compliance); Alumni Office (records/degree questions); Office of Academic Integrity (AIV flags); and decedent notifications to University offices.

Please consider my experience and qualifications for this position:

- Knowledge and understanding of long-term care services and supports
- Experience in a health and human services field, preferably in long-term care
- Strong attention to detail while working with numbers and metadata
- Requires basic data entry skills
- Proficient in Word, Excel, Outlook, Internet Based Applications and data entry
- Pass pre-employment background, physical, tb and drug screen
- Has a focus on records and archives management
- LPN or LVN licensed in the state preferred

**I really appreciate you taking the time to review my application for the position of records coordinator.**

Sincerely,

Sam Braun