

Records Coordinator Cover Letter

58464 Alethia Turnpike North Dorianfurt, NJ 17712

Dear Sutton Koelpin,

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.

Previously, I was responsible for operational direction and expert advice on technical matters relating to criminal records, record review procedures and systems.

Please consider my qualifications and experience:

- Intermediate to advanced experience with the Microsoft Office Suite with a background in computer tracking systems, Content Server, Adobe, and mainframe systems an asset
- Enthusiastic, motivated, self-starter who can work independently or as part of a team with a willingness to learn
- Heavy typing
- BA/BS or equivalent academic education and experience
- Proficiency PeopleSoft HRMS
- SAP or other HRIS system experience
- Excellent interpersonal skills – friendly, courteous and helpful- strong customer service attitude
- Clear communication skills. Professional and effective written and verbal communication skills

Thank you for taking your time to review my application.

Sincerely,

Indigo Toy