

Records Coordinator Cover Letter

106 Wisoky Avenue Grimestown, HI 29033

Dear Shae Schamberger,

I would like to submit my application for the records coordinator opening. Please accept this letter and the attached resume.

Previously, I was responsible for training and supervision to Record Analysts in performance of data analysis, review of electronic and paper.

Please consider my experience and qualifications for this position:

- Strong Microsoft Office Suite experience (Word, Outlook, and Excel)
- Refined analytical and research skills
- Accurately type at least 50 wpm
- Able to lift, carry and push boxes and process for storage
- Generate indexes, reports, onscreen and printed with proper formatting
- Photocopy, scan documents, data entry, packing shipping
- Handle information with confidentiality
- Encode and upload original materials for digitization for archiving

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

Sincerely,

Reese Barrows