

Records Coordinator Cover Letter

54533 Lowe RiverLindshire, CO 89639

Dear Casey Harvey,

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 my previous role, I was responsible for training as needed with respect to clinical procedures, medical record review and other aspects of study protocols as needed.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Administration of an electronic document management system
- Previous experience with Autodesk Vault software
- Previous experience with AutoCAD or similar drafting tools
- Experience with Drawing Revision Management practices
- Knowledge of Drawing Numbering concepts
- Working knowledge of database driven systems
- Working knowledge of electronic document workflows and distributions
- Applicable hands-on knowledge and experience processing and accounting for FAA maintenance compliance records and recordkeeping regulations

Thank you for considering me to become a member of your team.

Sincerely,

Rory Wehner