

# **Records & Information Management Cover Letter**

11751 Marquardt SkywayNew Rufina, GA 25583

**Dear Brooklyn Doyle,**

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

Previously, I was responsible for subject matter expertise based on extensive knowledge of retention policy, organizations, functions, and products to offices in preparation and/or response to internal and external inspections;

Please consider my qualifications and experience:

- Problem solver, work well with all levels of organization including legal counsel, data privacy, information security
- Experience in vendor management and business case development
- Experience with data privacy and electronic forensics
- Experience with enterprise-class content systems and physical information management
- Working Knowledge of government records regulations and guidelines, in particular regarding Sarbanes Oxley Act, HIPAA, European Union data protection laws, FCR and ITAR
- Exposure to business continuance, project management, business planning, and data analysis
- Administering RIM training to the RIM distributed resources throughout the enterprise
- Experience supporting effective records and information management policies enterprise-wide

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

Sincerely,

