

# Records & Information Management Cover Letter

940 Alfred LodgeLeonardohaven, WI 01125-4014

**Dear Reese Hammes,**

I am excited to be applying for the position of records & information management. Please accept this letter and the attached resume as my interest in this position.

In my previous role, I was responsible for expertise to internal stakeholders on best practices in system design and implementation of initiatives that will improve records management processes.

My experience is an excellent fit for the list of requirements in this job:

- Proficient with Microsoft Office and enterprise content/records management systems, electronic records handling, imaging and emerging technologies
- Prior experience in the implementation of enterprise-wide RIM programs is preferred
- Prior experience in writing processes and documenting procedures preferred
- Certified Records Analyst (ICRM)
- CRM or IGP Certification preferred
- Work experience in records management / information governance preferred
- Understanding of various data storage repositories and electronic document management software
- Working knowledge of information technology to effectively address the evolving needs related to the management of electronic records and enterprise-wide information governance requirements

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

Sincerely,

Dakota Balistreri