

# Records & Information Management Cover Letter

248 Frami ForgesNew Brandon, OH 69333

**Dear Drew Predovic,**

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 services related to the retention of documents, drawings, and reports in accordance with Enbridge's records retention policy.

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:

- Exhibits strong communication and advisory skills relevant to information management
- Technology savvy and collaborative partner
- Understanding of regulatory recordkeeping rules (FINRA, SEC, and CFTC)
- Familiar with document management and records archiving products
- ARMA, IGP, or equivalent information management certification or, relevant industry experience
- Technology background in document, records, and information management
- Understanding of project management lifecycle and be able to manage multiple projects at one time
- Understanding of new technologies such as social media and mobile platforms

**Thank you for your time and consideration.**

Sincerely,

Avery Roob