

Records Management Specialist Cover Letter

4412 Gonzalo CrestAlyshafort, CT 57701

Dear Lennon Kulas,

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

Previously, I was responsible for consultancy for records management processes as applied to business records generated during the drug development process.

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

- Work overtime and/or hours outside of normal work schedule
- Confidentiality is a priority
- Demonstrate basic to intermediate proficiency in office filing and basic to intermediate proficiency in data entry and inventory databases
- Experience with an Electronic Document Management System with strong configuration management functionality
- Familiarity with barcode scanning equipment and applications
- Experience in records management work processes
- Proactive, have above average organizational skills, use initiative and follow
- Demonstration of experience with core archival and records management practices including scheduling/appraisal

Thank you for your time and consideration.

Sincerely,

Shae Gorczany