

# Records Management Specialist Cover Letter

360 Bogisich Alley  
Colestad, ND 56564

**Dear Gray Bins,**

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

In my previous role, I was responsible for annual training along with routine guidance and assistance in Records Management programs to ensure full compliance with applicable laws and regulations.

Please consider my qualifications and experience:

- Performing Calls Preservation/Retention as per the local regulations
- Anticipate and resolve additional potential problems
- Knowledge of federal electronic records management requirements and best practices, including DoD 5015.2 Standard "DoD Electronic Records Management Software Applications Design Criteria", OMB M12-18 Managing Government Records Directive and 44 U.S. C
- Understanding of how to balance practical business realities with risk mitigation needs
- Experience with technology implementation related to records/content management (i.e., records classification, auto-classification, WORM, electronic archiving, e-discovery)
- Active participation in professional industry organizations (e.g., ARMA, MER, Sedona, AllIM, IGI Initiative)
- Recommended certification such as Certified Records Management (CRM), Information Governance Professional (IGP) or related certification
- Use of telephone and face-to-face communication

**Thank you for taking your time to review my application.**

Sincerely,

Rory Walker