

Records Management Specialist Cover Letter

518 Marlon StreetTerryport, IA 29200

Dear Brooklyn Wyman,

Please consider me for the records management specialist opportunity. I am including my resume that lists my qualifications and experience.

In my previous role, I was responsible for project management for Records Board approved and ERU initiatives and provides status updates to Records Sub-Committees.

Please consider my qualifications and experience:

- Experience in taxonomy development and classification schemes
- Knowledge of web-page development and design
- To perform this job successfully, an individual should have knowledge of Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft Outlook, Microsoft Visio, Adobe Professional
- Experience with course scheduling and classroom scheduling preferred
- Have knowledge of requirements for Document and Records management from benchmarking standards
- Have solid experience within the Records or Document Management field, preferably within engineering
- National Archives and Records Administration (NARA) certification
- Experience with utilization of the Hewlett Packard's Electronic Content Records Management (HPECRM) software and IDOL database/Content Manager is helpful

Thank you for your time and consideration.

Sincerely,

Briar Corkery