

Records Management Specialist Cover Letter

71621 Andreas TrailDeckowfort, PA 00108

Dear Finley Lockman,

I submit this application to express my sincere interest in the records management specialist position.

In my previous role, I was responsible for training and mentoring to archivists to ensure accurate archiving of new material, retrieval of records in response to audits, and disposition of records in accordance with Chemonics' records management policies.

Please consider my experience and qualifications for this position:

- Customer service experience work with key stakeholders in different departments
- Demonstrated working knowledge of pipeline safety (DOT Part 192), OSHA and state/local codes preferred
- Technical and industry expertise relative to records categorization and lifecycle management
- Experience developing and producing metrics and reporting
- Business Analysis and/or Systems Management experience
- Experience working with and administering enterprise class systems
- Familiarity with broker dealer books and records rules and regulations
- Strong communicating and inter-personal skills are necessary

Thank you in advance for reviewing my candidacy for this position.

Sincerely,

Brooklyn Corkery