

# Records Management Specialist Cover Letter

38345 Bartoletti LockRennermouth, NJ 73545-3308

**Dear Cameron Morissette,**

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

Previously, I was responsible for consultation and expertise to the enterprise to ensure compliance with records regulations and records management best practices.

Please consider my qualifications and experience:

- Experience working with Aircraft Delivery or Maintenance Records
- Familiarity with real estate or mortgage loan documents
- Knowledge and experience related to records, information management functions, and of the underlying technical aspects
- Knowledge regarding creating and maintaining databases
- Knowledge of enterprise and content management systems
- Strong oral and written communication skills and detailed oriented
- Experience with Adobe publishing products
- Knowledge of technology applications for records retention

**I really appreciate you taking the time to review my application for the position of records management specialist.**

Sincerely,

Emerson Koss