

# Records Management Specialist Cover Letter

34689 Bednar Turnpike South Samuelmouth, CA 61165

**Dear Tatum Halvorson,**

In response to your job posting for records management specialist, I am including this letter and my resume for your review.

In my previous role, I was responsible for recommendations for approval of all records management-related contracts Manage technology applications and processes that track paper and electronic inactive records, understand searching tools and reporting function.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Experience with Freedom of Information Act (FOIA) requests
- Basic mathematical understanding
- Attention to detail and interest in problem solving
- Basic understanding of python and SQL language
- Basic understanding of GIS tabular databases
- Effective verbal and written communication skills, occasionally with irate or upset individuals
- Experience working with microfilm machines and documents
- Skill using and maintaining both hard copy and electronic files

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

Sincerely,

Phoenix Corwin