

Senior Typist Clerk Cover Letter

998 Sherita Village West Karie, ND 85941-0999

Dear Reese Roob,

I submit this application to express my sincere interest in the senior typist clerk position.

In my previous role, I was responsible for research and analytic support on projects involving Medicaid eligibility and coverage and Medicaid managed care.

My experience is an excellent fit for the list of requirements in this job:

- Maintains confidentiality when indicated
- Revises, copies, and maintains electronic storage of course materials
- Distributes, collects, and organizes course/faculty evaluations
- Distributes and maintains electronic storage of all meeting agendas and minutes

I really appreciate you taking the time to review my application for the position of senior typist clerk.

Sincerely,

Drew Daniel