

# Title Clerk Cover Letter

468 Jacqueline CrestWillieview, MO 44626

**Dear Ryan Fadel,**

I am excited to be applying for the position of title clerk. Please accept this letter and the attached resume as my interest in this position.

In the previous role, I was responsible for loan/tax/HOA documentation for state, agency, servicer, investor & internal audits.

Please consider my qualifications and experience:

- Ensure compliance with state, federal and local law in processing titles
- Computers and Electronics -Basic knowledge of computers and programs such as Microsoft Office applications, CDK, and ADP
- Writing - Communicating effectively in writing and speech
- Learn the rules and procedures of title support at assigned location
- Efficiently and accurately identify/analyze vehicle title/ownership documents within company and state guidelines
- Communicate with customers via email or verbally
- Build relationships and develop professional rapport with DMV and sellers
- Problem solving/thinking outside the box daily

**Thank you in advance for taking the time to read my cover letter and to review my resume.**

Sincerely,

Parker Leffler