

# Warranty Clerk Cover Letter

713 Odell RadialLake Roselia, PA 14250-5384

**Dear Greer Pollich,**

Please consider me for the warranty clerk opportunity. I am including my resume that lists my qualifications and experience.

In the previous role, I was responsible for proper contract and warranty fulfillment, ensuring that company policies, legal requirements, and customer specifications are met.

Please consider my qualifications and experience:

- Take inventory of parts and maintain accurate records based on work orders, distribute parts in a timely manner
- Determine stock amount based off projections and past usage
- Monitor inventory and requisition new stock as needed using the inventory database
- Ensure that parts are FAA/Parts Manufacturing Authorization (PMA)
- Issue tools and parts to mechanics
- Update internal database accordingly
- Ensure compliance with hazardous materials regulations for shipping and receiving of goods
- Maintain parts room in compliance with appropriate guidelines

**Thank you for considering me to become a member of your team.**

Sincerely,

Quinn Ruecker