To Whom it may concern,

As an experienced and skillful professional with nine years of comprehensive experience managing and organizing corporate documents to ensure full availability and accuracy, I am confident I can make an immediate and substantial impact on your company’s success as your next Document Controller.

My background lies in managing proper document storage and accessibility while communicating routinely across multiple departments and teams to implement document management and control procedures. With a solid history of managing all facets of document control, I also excel at leading teams and redesigning processes to maximize efficiency and accuracy.

My qualifications include the following:

* Directing document control operations across all departments—including compliance, HR, finance, and sales—facilitate expedient and accurate document management and storage.
* Utilizing keen technical proficiency to utilize and update complex systems, prepare purchase orders to meet audit requirements, and cross-reference project tags across a high volume of documentation.
* Demonstrating first-rate organizational, interpersonal, and time management abilities throughout my career while thriving in detail-oriented, deadline-driven atmospheres.
* Studied Computer science major in Secretarial role.

With my dedication to driving efficient and accurate document control functions, combined with my finely honed leadership and communication skills, I believe I would be an excellent addition to your team. I look forward to discussing the position with you further. Thank you for your consideration.

Sincerely,

Emily Repaso