ROBERT SMITH
Document Controller

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[Today's Date]

[341 Company Address]
[Company City, State xxxxx]
[(xxx) xxx-xxxx]
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager's Name],

This Letter is regarding my interest in applying for the post of Document Controller at your Company. I am an IT professional with over two years of experience in the field of Auditing and documentation. My qualifications and work experience align perfectly with the expertise you are seeking.

[XXX Company] is held in high regard for its client-centric approach. The structural and methodical way of handling financial documents has me in awe. It never fails to amaze me on how the company surpasses the expectations in every financial year. I am certain that being a part of your company will help me advance my skills and upgrade them to greater lengths.

In my current role at [YYY Company], I perform the following tasks and duties:

- Update intra-company documents, databases, and spreadsheets.
- Prepare employee expense reports for the contract employees in different departments.
- Responsible for communication and invoicing between clients and vendors of different companies.
- Handle all hard copy documents and electronic filing as per the company demands.
- Perform the necessary computer operations and related encoding.
- Ensure the accuracy, accessibility, and tracing ability of work documents.

From a strong knowledge of IT platforms and document distribution and controlling to analysing and conducting research, my experience has prepared me to excel in this role. I believe that your Company will provide me with an excellent platform to upgrade my skills and abilities.

I look forward to meeting you in person so that we can discuss the opportunity in detail. Thank you for your time and consideration.

Sincerely,
[Your Name]

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Sabine Zange

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