**Correspondence Clerk Resume Template**

**Sheila Band**

McLure Building

Idaho, 7893

Phone: (878) 210-2100

SBB@ycmail.com

**Objective**

To obtain a position of a correspondence clerk and use my skills to deliver the requirements and needs of the office in a systematic order

**Summary of Qualification**

* Strong communication and social skills and can handle pressure from clients
* Highly organized and can perform data recording and management with efficiency
* Can multi-task and provide the requirements of the immediate superior with order
* Very keen on details and can immediately foresee possible complications with transactions
* Very good in keeping records and making schedules for the convenience of both the clients and the office superiors
* Exceptional skills in writing and transcribing letters

**Career Experience/Job History**

**2008 – 2011: Docket Clerk, Idaho Supreme Court**

* Received and categorized all communication from different offices and clients and identified those requiring immediate attention by the management
* Wrote replies to correspondence and gave out letters to clients
* Filed data and documents and kept records systematically
* Updated records and created a filing system for convenient information retrieval
* Researched for legal references, terms, concepts and case studies
* Performed administrative and clerical tasks
* Maintained status of records of every court case specifically marking those that are relevant for future references

**Education**

1998-2002: Bachelor of Science in Data Management, University of Idaho

**Professional reference will be furnished upon request**