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# Example of Clerk, Office Cover Letter

4004 Gleason Walk  
Herzogtown, OK 77516

**Dear Finley Marks,**

I would like to submit my application for the clerk, office opening. Please accept this letter and the attached resume.

Previously, I was responsible for day-to-day oversight of the office including direct management of Legal Executive Assistants and Receptionists, and matrix management of Office Services, IT/AV, and Conference Services teams.

My experience is an excellent fit for the list of requirements in this job:

* Take instruction from others
* Providing administrative support for scanning project
* Maintenance of paper and electronic files per internal compliance standards and requirements
* Scanning of high-volume paper files into electronic format
* Organization and delegation of electronic files
* General office duties and assistance as needed
* Interacts with clientele
* Process Paperwork and update information

**Thank you in advance for reviewing my candidacy for this position.**

Sincerely,

Tatum Kohler