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# Example of General Office Clerk Cover Letter

81291 Lubowitz Vista  
Mayerton, MA 02021-0155

**Dear Story Ferry,**

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

Previously, I was responsible for general administrative duties, including but not limited to, all correspondence (phone, email, mail), filing systems, word processing and technical/equipment support.

Please consider my qualifications and experience:

* An enthusiastic teammate who is willing to take on anything from small internal administrative tasks to high profile requests
* Proficiency in Microsoft Word and Microsoft excel preferred
* Well-founded grasp of scanning
* Proven knowledge of email
* Foundational knowledge in proposals and RFPs
* Knowledge of collating
* Comprehensive knowledge of switchboard phones from 1-10 lines
* Supporting the duties of the front desk and reception

**I really appreciate you taking the time to review my application for the position of general office clerk.**

Sincerely,

Lennox Harvey