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# Example of General Office Clerk Cover Letter

80944 Kunze Square  
Nathanialburgh, VT 69082

**Dear Shae Collins,**

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

Previously, I was responsible for administrative support as needed for invoice entry, statement reconciliation, corporate collections, data entry into Excel.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

* Strong familiarity with sorting
* Knowledge of none
* Strong familiarity with mail processing
* Comprehensive knowledge of data entry
* Expertise in switchboard phones from 1-10 lines
* Offer help with front desk and receptionist duties
* Proficiency in copying
* Command of scanner

**Thank you for considering me to become a member of your team.**

Sincerely,

Armani Mohr