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# Example of General Office Clerk Cover Letter

69111 Dietrich Prairie  
Weimannhaven, ND 98583-7994

**Dear Sawyer O'Conner,**

In response to your job posting for general office clerk, I am including this letter and my resume for your review.

In the previous role, I was responsible for confidential word processing and data entry assistance.

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

* Command of none
* Switchboard phone (1-10 lines) experience preferred
* Switchboard Phones (10-30 Lines)
* Proven knowledge of working as an assistant
* Comprehensive knowledge of medical spelling
* Customer service experience experience
* Deep understanding of medical claims
* Demonstrated knowledge of navigating basic office equipment and protocols

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

Sincerely,

Campbell Conn