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# Example of Mail Cover Letter

397 Francoise Forest
Westfurt, VA 70949-8135

**Dear Phoenix O'Kon,**

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

Previously, I was responsible for effective customer service to students, staff and members of the Hopkins community with mail service needs.

Please consider my experience and qualifications for this position:

* Duties and tasks are routine and repetitive
* Able to address standard questions, referring more complex issues and problems to higher levels
* Works under immediate supervision and from detailed verbal and/or written instructions
* Teamwork/Collaboration - Actively solicits ideas and opinions from others
* Working knowledge of current postal regulations
* Knowledge of postage meter machines
* Friendly, flexible and customer service oriented
* Experience with mail processing equipment

**Thank you in advance for taking the time to read my cover letter and to review my resume.**

Sincerely,

Dakota Gerlach