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# Example of Mail Cover Letter

713 Benedict Underpass  
Stanville, OK 51501

**Dear River Klocko,**

I submit this application to express my sincere interest in the mail position.

In the previous role, I was responsible for outstanding customer service while meeting the shipping and mail needs of our fellow employees and customers.

Please consider my experience and qualifications for this position:

* Comfort with performing minor assembly tasks and understanding assembly diagrams
* Drive to learn
* Complete successful criminal background and drug screen
* Timely pick-up, processing and delivery of inbound and outbound mail and packages
* Team in meeting all service level agreements and to provide services and solutions to business partners
* Offer suggestions to improve existing operational processes and procedures
* Assist in the identification of risk and security issues while carrying out their tasks and reporting findings to management and/or security
* Understand and demonstrate all Safety Policies and Procedures

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

Sincerely,

Robin Harvey