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# Example of Office Clerk Cover Letter

7235 Guy Wall  
New Margorie, GA 17019-9787

**Dear Shiloh Crona,**

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

In the previous role, I was responsible for general office management of the phone, fax, and file systems.

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:

* Excellent organization and communication skills, both orally and in writing
* Sorting Check
* Keeping Payroll Records
* Have math aptitude
* Monitor office supply levels and submit purchases
* Prepare bank deposits and match purchase orders to invoices
* High school diploma and experience
* Knowledge of records/information management principles and their methodologies an asset

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

Sincerely,

Stevie Marquardt