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# Example of Office Clerk Cover Letter

317 Botsford Villages
South Kendall, MI 69341

**Dear Stevie Ryan,**

I am excited to be applying for the position of office clerk. Please accept this letter and the attached resume as my interest in this position.

Previously, I was responsible for general office support as needed including ordering supplies, photocopying, scheduling and filing.

Please consider my experience and qualifications for this position:

* Hand Deliver Items
* Proficient in MS Office Application Emphasis on Word, Excel and Outlook
* Possible Moving/lifting 25lbs boxes
* Self-directed, discreet & confidential with a positive work ethic
* General knowledge of bookkeeping principles
* Familiarity with Microsoft Word, Outlook, and Excel
* Should have strong Word and Excel skills
* Flexibility in staying later or coming in early

**Thank you for your time and consideration.**

Sincerely,

Zion Conn