Downloaded from <https://www.velvetjobs.com/cover-letters/office-clerk>

# Example of Office Clerk Cover Letter

196 Dibbert Trace
Luettgenchester, SC 14695-1505

**Dear Zion White,**

I would like to submit my application for the office clerk opening. Please accept this letter and the attached resume.

In my previous role, I was responsible for back up to office receptionist (office duties) as needed.

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:

* Validate costs and input data
* Utilize Outlook to follow up on and schedule appointments
* Minimum typing speed of 40 word per minute
* Familiarity with AS/400 preferred
* Basic check and balance understanding
* Intermediate experience in Outlook, Excel and Word
* Able to handle themselves professionally at all times
* Reliable and able to hold themselves accountable

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

Sincerely,

Dallas Robel