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# Example of Office Clerk Cover Letter

70856 Lebsack Ferry  
Cummingstown, VT 35513

**Dear Denver Moore,**

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

Previously, I was responsible for general office and clerical support to assigned area.

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:

* Intermediate knowledge of MS Office Suite (Word, Excel & Outlook)
* Professionalism and proper Phone Etiquette
* Knowledge of filing systems and familiarity with standard office equipment
* Is the client culture casual or professional
* What are the dress code requirements? Business
* Describe the physical requirements
* Buildings, moving equipment) light lifting, walking, repetitive tasks
* Strong typing skills / document typing

**Thank you in advance for reviewing my candidacy for this position.**

Sincerely,

Peyton Kulas