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# Example of Office Operations Cover Letter

6959 Adriane Summit  
Port Hiltonborough, CT 06929-4894

**Dear Emery Gutkowski,**

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

Previously, I was responsible for routine services including price verification, corporate action processing, Profit & Loss analysis and attribution, fund NAV verification, etc.

My experience is an excellent fit for the list of requirements in this job:

* Evidence of experience operating small power tools and using hand tools for simple vehicle repairs and maintenance
* Evidence of experience maintaining accurate records and create reports
* Knowledge of Google Calendars, Gmail
* Highly preferred to have prior food, retail, or other customer-facing service environment experience
* Highly preferred to have some kind of front desk/security experience
* Experience within the community management industry preferred
* Experience with various Accounts Payable taxes (Sales tax, Use tax, 1099 MISC, 1042S reporting)
* Experience with researching Federal and State laws, policies and regulations

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

Sincerely,

River Ebert