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# Example of Office Services Assistant Cover Letter

598 Demetria Hollow  
Leishaport, WV 18917

**Dear Emerson Leffler,**

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

Previously, I was responsible for part-time general clerical/office support to unit management such as filing,opening mail; word processing; receptionist duties; basic.

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:

* Proficiency with Outlook and Microsoft Office
* Proven experience in a corporate environment and possess mature professionalism
* Prior Procurement and/or Vendor Relations experience
* Fully own the recurrent and ad-hoc meeting organization logistics sending invitation, coordinating meeting agendas, tracking attendance, setting up the relevant IT tool when necessary (phone conference, web-based meeting, video conference, ) room booking with IT equipment, catering orders, welcoming external visitors
* Professional demeanour and appearance
* Work well with deadline pressures and distractions
* Experience with office equipment, printer, copier, fax, scanner, and - preferred
* Knowledge of general office practices and procedures, basic filing principles and practices

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

Sincerely,

Quinn Jerde