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# Example of Office Services Assistant Cover Letter

44786 Bogisich Causeway  
Port Greggberg, CA 18676-1911

**Dear Max Abbott,**

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

In the previous role, I was responsible for courier services, organizes inventories, monitors the general appearance of the office, and performs other office procedures.

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

* Safely operate a multitude of motorized vehicles, cargo van, sedans, box truck, tow motor and records lift any other vehicles necessary throughout the day
* Organized, timely, attention to detail, quick learner
* Prowess with Google suite of tools and platforms
* Excellent knowledge of Concur expense
* Extensive experience with travel bookings for both individuals and groups
* Previous experience with managing team members in multiple time zones/global locations
* Ensure the reception and lobby areas are tidy
* Receive, greet and direct all guests

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

Sincerely,

Blake Lehner