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# Example of Office Services Assistant Cover Letter

28800 Fadel Junction
South Xavierville, NM 21891

**Dear Tatum Haag,**

I am excited to be applying for the position of office services assistant. Please accept this letter and the attached resume as my interest in this position.

In my previous role, I was responsible for general best practices for Office 365 Architecture.

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:

* Respond professionally and efficiently to employee concerns and offer solutions
* Proactively reach out to confirm catering needs for each meeting
* Train to become back-up to the internal events role
* Handle requests and queries appropriately and professionally
* Assist with on-going development of the front desk reception manual
* Update documents within SharePoint as needed
* Positive attitude, punctual, reliable, and trustworthy
* Cannot be majoring or minoring in a Business discipline (with the exception of Interior Design, Apparel Design, and Design Management)

**Thank you in advance for taking the time to read my cover letter and to review my resume.**

Sincerely,

Stevie Rau