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# Example of Office Services Assistant Cover Letter

2026 Willy Locks  
Abdulmouth, NJ 18374-6341

**Dear Zion Jacobson,**

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

In the previous role, I was responsible for a variety of clerical and general office assistance.

Please consider my experience and qualifications for this position:

* Performs all other work-related duties as assigned
* Basic computer skills, MS Office Suite (Outlook, Word, Excel, ) preferred
* Assist with general appearance of office, including walk around, compiling checklist for maintenance issues, and placing maintenance requests with vendors and building management
* Assist with photo badge
* Process GSS vendors for Online Check Request
* Prepare drafts for project documentation (including project charter, project management plan, contracts)
* Handle project schedule
* Organize meetings and keep meeting protocols

**Thank you for taking your time to review my application.**

Sincerely,

Emerson Pacocha