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# Example of Office Services Associate Cover Letter

861 Langosh Mountains  
North Ashlyport, WA 60304

**Dear Justice Wintheiser,**

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

In my previous role, I was responsible for first level troubleshooting and maintenance for office equipment, maintain physical work space and meeting space; setup and breakdown.

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

* Demonstrated hospitality and reception experience
* Open to entry level with retail or customer service experience
* Check the production work of other team members as part of the quality assurance (QA) procedure
* Provide customer assistance by answering telephone calls and emails
* Office services experience preferred in a legal, banking or large corporate environment
* Familiar with procedures supporting service line, such as fax, mail, reprographics, or other administrative support services
* Previous experience in Mail Services/Document Preparation
* Familiar with general fax, and reprographics procedures

**Thank you for considering me to become a member of your team.**

Sincerely,

Indigo Swift