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# Example of Office Services Associate Cover Letter

671 Harris Walks  
Bobbyburgh, MS 78292-1804

**Dear Spencer Hoeger,**

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

Previously, I was responsible for administrative support for the office including but not limited to mailing, shipping, printing services, supplies, equipment and expense management.

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

* High attention to detail, particularly as it relates to the cleanliness of the office
* Copy, scanning, and printing experience preferred
* Willingness to travel to multiple sites in the downtown Chicago area
* Familiar with general fax, mail, hospitality, and reprographics procedures
* Multi-line phone system experience preferred
* Familiar with general reprographics procedures
* Preferred shipping and receiving skills shipping internationally
* Familiar with mail and print procedures

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

Sincerely,

Phoenix Mills