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# Example of Office Services Associate Cover Letter

253 Howe Underpass
East Cyrusbury, LA 22590

**Dear Stevie Altenwerth,**

Please consider me for the office services associate opportunity. I am including my resume that lists my qualifications and experience.

In my previous role, I was responsible for training in the operation of all AV and meeting services-related equipment and software and/or other systems.

Please consider my experience and qualifications for this position:

* Experience working with mail and delivery services is strongly preferred
* Work efficiently in a professional environment
* Comply with C & W Services Uniform Dress Code while working and maintain a neat and clean appearance while on the property at times other than working hours
* Skilled in digital reprographics equipment
* Familiar with reprographics procedures
* General Admin/Clerical
* Basic Microsoft Word, Email, and Outlook
* Skilled in the use of fax, mail, and phone equipment

**I really appreciate you taking the time to review my application for the position of office services associate.**

Sincerely,

Story Beatty