Downloaded from <https://www.velvetjobs.com/cover-letters/office-services-clerk>

# Example of Office Services Clerk Cover Letter

82037 Merrill View
Lake Zoilatown, VA 09816-4680

**Dear Frankie Ortiz,**

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

Previously, I was responsible for and maintains agency support functions such as but not limited to; office equipment, office and agency supplies and USPS mail.

Please consider my qualifications and experience:

* High School Diploma or pursing equivalent
* Professional manner and positive interpersonal skills
* Knowledge of general office/administrative functions including basic level of conceptual skills, computer and office experience
* Intermediate knowledge of Microsoft Office Suite (Outlook, Excel, Word)
* Shipping, receiving and tracking software (FedEx online, Smart Track ) knowledgeable
* Familiarity with the use of PC and MAC
* Excellent communication skills (English an asset)
* Customer service experience and interest in working with people preferred

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

Sincerely,

Reese McCullough