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# Example of Office Services Clerk Cover Letter

501 O'Keefe Key
Lake Gilbertofort, MI 64298-1170

**Dear Briar Boehm,**

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

In the previous role, I was responsible for general office support as needed to include activities such as answering the telephone, sorting and delivering of mail.

Please consider my experience and qualifications for this position:

* Experience with the Microsoft suite of products including Word, Excel and Outlook
* Prior mail or imaging experience preferred
* Previous Mail Room experience in a mid-sized office highly desirable
* Experience operating bindery equipment preferred
* Experience operating courier software processing systems (such as UPS Worldship or FedEx Cafe) or other courier related shipping systems, and/or Internet based shipping, (such as FedEx Ship Manager or UPS Campus Ship) or similar, is preferred
* Experience operating web-based internet mail providers, such as Stamps.com, or Endicia.com, or similar, is preferred
* Experience operating inbound courier tracking system(s), such as PACTRAC, and delivering to customer(s) in a timely manner via hand held PDA (Personal Digital Assistant) capturing the delivery with a digital signature, is preferred
* Typically includes exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently

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

Sincerely,

Ari Lemke