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# Example of Office Services Clerk Cover Letter

956 Nella Burgs
Stiedemannshire, CO 58579-6416

**Dear Max Witting,**

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 management support as needed such as ordering supplies, distributing mail, answering phones, reception duties and maintaining office equipment.

Please consider my qualifications and experience:

* Able to adapt to quickly changing business and job duties in a timely manner
* Work with Department to assist with specific project within the functional area
* Education equivalent to graduation from high school/GED
* Basic computer skills including MS Office Products (Word, Excel, Outlook)
* Knowledge of document control and office services associated work processes
* Function well in a fast-paced environment and deal with pressure in a professional manner
* Able to work independently with minimal day-to-day direction, and to exercise individual initiative, discretion, diplomacy, flexibility and judgment
* Possess a working knowledge of automation systems used in areas of responsibility

**Thank you in advance for reviewing my candidacy for this position.**

Sincerely,

Tatum Stehr