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# Example of Office Services Clerk Cover Letter

438 Schumm Rapid
Morarton, NH 59028

**Dear Phoenix O'Keefe,**

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

Previously, I was responsible for general office support daily; retrieving admissions voicemail messages, scanning, photocopying, shredding, faxing, filing, sorting and distributing mail.

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

* Previous document control and/or office services experience on a DOD Chem-Demil project preferred
* Current experience and knowledge of BGCAPP processes, procedures and structure/organization preferred
* Previous experience with maintaining conference room calendar schedules
* Experience with performing basic document control processes using InfoWorks
* Flexibility to work extended hours during peak periods
* Postage meter operation
* Excellent and professional level customer service on a daily basis
* Able to work short notice overtime

**Thank you in advance for taking the time to read my cover letter and to review my resume.**

Sincerely,

Jordan Koss