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# Example of Office Services Clerk Cover Letter

460 Loriann Alley  
Altenwerthchester, CA 60986-6461

**Dear Ryan Skiles,**

In response to your job posting for office services clerk, I am including this letter and my resume for your review.

Previously, I was responsible for administrative support to the Dean’s Office, including reception, document routing, mail distribution, needs of the office and building, key manager duties.

Please consider my experience and qualifications for this position:

* Working knowledge of PCs with MC Office
* Working knowledge of personal computers and MS Office
* Processes, sorts, and delivers mail, and prepares mail and packages for shipment
* Transports mail and files throughout office, ensuring prompt delivery and retrieval and maintaining accurate records of file locations
* Maintains mailroom supply inventories, organizes and maintains the mailroom, and ensures mailroom and file room are organized, accessible, and well-lit
* Operates mailroom equipment, such as postage meters, mail sorting machines, scanners, mail sealers, envelope openers, fold-and-insert machines, and labeling machines
* Uses personal vehicle to deliver and pick-up packages
* Experience communicating with all levels of customers

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

Sincerely,

Avery Kautzer