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# Example of Office Services Coordinator Cover Letter

78322 Kihn Viaduct  
Graycefort, WV 67358

**Dear Finley Witting,**

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

In my previous role, I was responsible for direction and leadership to the teams responsible for Facilities, Maintenance, Mail Operations and all other Office Services functions at the corporate office.

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

* Excellent co-ordination and management support skills
* Able to remain confidential and empathetic in all human resources activities and be able to identify issues that need to be referred to the HR Business Partner
* Punctual and Strong work ethic
* Policies, practices, and procedures involved with a student service operation in a university environment
* Experience creating, developing, and executing an event or program from start to finish
* Excellent written skills and attention to details
* Commitment to high quality and efficient customer service to students, faculty, staff and partners
* Experience developing programming for and working with diverse individuals, cultures and ethnic groups

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

Sincerely,

Morgan Sipes