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# Example of Office Services Coordinator Cover Letter

423 Garrett Circles  
North Carolin, MO 10053

**Dear Sutton Littel,**

I am excited to be applying for the position of office services coordinator. Please accept this letter and the attached resume as my interest in this position.

In my previous role, I was responsible for support to Office Services Supervisor for proper maintenance of off-site storage records (tape back-up and hard copy).

Please consider my experience and qualifications for this position:

* Proficiency with computer technologies such as Microsoft suite, Google Docs, and email
* Flexibility in establishing deadlines and priorities in a changing business environment with typically tight schedules
* Experience with software applications including Microsoft Word, Excel, and Outlook
* Experience using a computer (Excel/Word/etc.)
* Previous payroll processing experience is essential
* Previous experience or demonstrated understanding of Human Resource practices
* Previous experience in administration and assisting multiple functions with exceptional attention to detail
* High level of understanding and proficiency in Word, Excel and Powerpoint

**Thank you for taking your time to review my application.**

Sincerely,

Frankie Mayert