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# Example of Office Services Cover Letter

42819 Vinita Inlet
Lake Korymouth, ND 08042-3969

**Dear Phoenix Schimmel,**

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

Previously, I was responsible for subject matter knowledge and expertise on Microsoft Azure AD and Office 365 services.

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

* Adept at handling interruptions and multi-tasking during high-volume periods
* Excellent computer skills, including Microsoft Office (Word, PowerPoint, and Excel)
* Strong organizational and professional skills
* Prior front-desk office or equivalent experience preferred or any similar combination of education and experience
* Competent in MS Excel, other MS office program using web-based applications
* Communication – Excellent communication, written and oral, and interpersonal skills
* Professionalism – Professional appearance and presentation
* Basic proficiency with desktop computers and software applications

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

Sincerely,

Avery Weissnat