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# Example of Office Services Cover Letter

71387 Vinnie Lodge  
Gwenntown, MT 83132-3444

**Dear Skyler Turcotte,**

I would like to submit my application for the office services opening. Please accept this letter and the attached resume.

In my previous role, I was responsible for efficient office facilities management, housekeeping and general services.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

* A passion for improving work processes for the team and for the company
* Standing, walking, lifting/moving of objects with a minimum of 25 pounds
* Proficiency with document reproduction machines
* Proficiency with MS Office products (Word, PowerPoint, Excel)
* Security management experience preferred
* Knowledge of agency policies and procedures as related to university and/or state operations
* Considerable skill in typing
* Consistent high use of IT equipment

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

Sincerely,

Ryan Shields