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# Example of Office Support Specialist Cover Letter

83872 Evalyn Lock  
East Wanetafurt, AK 80880-6058

**Dear River Rempel,**

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

Previously, I was responsible for administrative support to the program coordinator(s) of the Capital Asset Management division by creating and maintaining data and project information in spreadsheets.

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

* Solid work experience in a similar job environment – beneficial within the
* Familiarity with modern office equipment and computer technology
* Be both objective and empathetic with members and beneficiaries
* Proficient typing skills preferred
* Experience with an electronic health records
* Prior work experience in Level 2 / 2nd Line Application operation
* Highly organized with a strong attention to detail and commitment to quality
* Proficient use of the latest versions Microsoft Word, Excel and Outlook

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

Sincerely,

Phoenix Blick