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# Example of Office Support Cover Letter

96126 Sipes Mountains  
Beckerton, NC 83556-5209

**Dear Brooklyn Grimes,**

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

Previously, I was responsible for guidance for installation, configuration, and testing of laboratory data systems ensuring compliance with electronic record/signature regulations.

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:

* Proficient of Microsoft Office
* Proficient in Microsoft Office programs, specifically Excel
* Participate in projects to design and implement new technology solutions that meet specific business needs, solve problems, or improve Global Operations offerings
* Occasionally work directly with customers to resolve issues or determine solutions
* Contribute to and maintain documentation for systems, processes, procedures and infrastructure configuration
* Maintain IT store rooms and asset management system
* Experience working in an office environment preferred
* Previous customer service in an office, restaurant, retail or similar setting

**Thank you in advance for reviewing my candidacy for this position.**

Sincerely,

Robin Batz