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# Example of Office Technician Cover Letter

16726 Lang Isle
Pagacbury, MA 48845

**Dear Emerson MacGyver,**

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

Previously, I was responsible for general technical support for installations, modifications, testing, analysis, troubleshooting, maintenance and commissioning of Pulsed Power equipment independently, under general supervision.

Please consider my qualifications and experience:

* Experience in Lectra or Gerba is highly regarded
* Perform Hours of Service audits on paper and electronic logs
* Use resources available to obtain and review daily driver Hours of Service records and reports
* Manage large amounts of inbound calls from our professional drivers and JB Hunt personnel
* Identify driver’s needs, clarify information, research issues and provide solutions to both internal and external customers
* Develop a sound knowledge of D.O.T
* Support department with data entry of official D.O.T
* Complete daily and week tasks to meet D.O.T

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

Sincerely,

Jordan Sipes