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# Example of Office Technician Cover Letter

72008 Huels Place  
Cormierton, WY 90531-9992

**Dear Hayden Lemke,**

I submit this application to express my sincere interest in the office technician position.

In my previous role, I was responsible for assistance to assemble, test and maintain company equipment.

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:

* Previous satisfactory work experience in clerical function (this or other company) is preferred
* Working experience disconnecting and reconnecting work stations
* Working knowledge of IT equipment such as desktops, monitors, docking stations, VOIP phones, cable management
* Proficient knowledge and proficiency with MS Office Suite, including Word, Excel, and Outlook
* Strong customer service skills including strong communication skills
* Strong secretarial/administrative support skills
* Experience using and entering data into databases
* High School Diploma or global equivalent, and/or appropriate General Certificates of Secondary Education or global equivalent preferred

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

Sincerely,

Dylan Kirlin