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# Example of Office Technician Cover Letter

519 Huel Point  
Lake Susann, ND 78936

**Dear Parker Halvorson,**

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.

In my previous role, I was responsible for knowledge of test equipment set-up, functional operation, and interconnect of related equipment.

Please consider my qualifications and experience:

* Ensure that the towels, cages and larval dishes are clean
* Budget for and request for the necessary consumables for the insectary
* Restrict the unauthorized entry of visitors/personnel into the insectary and animal house
* Be available at the insectary everyday especially in the mornings and evenings
* Keep the inventory and proper records of the insectary
* Care for and protect the properties of the insectary
* Observe ethical and professional conduct according to the School of Entomology and Parasitology and Ministry of Health ethics
* Observe confidentiality of the insectary data

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

Sincerely,

Sam Mayert