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# Example of Office Technician Cover Letter

871 Nancey Branch  
Rayfurt, KS 01222-0489

**Dear Justice Metz,**

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 aid to assemble, test and maintain company equipment.

Please consider my experience and qualifications for this position:

* Report any challenges encountered in the interest of the insectary immediately to Abt Associates
* Document any lessons learnt regarding the proper maintenance and functioning of the insectary
* Diploma in Entomology and Parasitology
* Advanced written and oral skills in English
* Technical experience around Office 365 troubleshooting
* E-Discovery, Information Security, or Cybersecurity experience
* Bloomington, MN 1 vacancy
* Morgan, GA 1 vacancy

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

Sincerely,

Alexis Smith