

Cashier Clerk Cover Letter

3155 Berna BrooksErdmanberg, NE 34801

Dear Alexis Marks,

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

Previously, I was responsible for written and oral communication to various levels of colleagues, including management.

Please consider my experience and qualifications for this position:

- Assist other cashiers in completing daily tasks such as invoice scanning, organization, and cleanliness of office
- Review and verify that all proof of delivery has been collected and is valid including verification of invoice numbers
- Use of cash and coin counting machines
- Perform the handoff of deposits with the armored truck company and ensure all compliance rules are followed
- Assist employees with purchasing of product, and account for the correct purchase totals
- Receives and directs telephone calls, messages, and inquiries ensuring that messages are relayed to the appropriate person
- Enters and retrieves data into department computer system
- Performs miscellaneous clerical duties

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

Sincerely,

Quinn Jakubowski