

# Mail Services Cover Letter

2453 Geri UnderpassGloverhaven, OK 91565

**Dear Baylor Grimes,**

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

In the previous role, I was responsible for back up support: sell stamps, issue money orders and mail parcels at the Contract Postal Unit retail stamp window.

Please consider my experience and qualifications for this position:

- Knowledge of U.S. Mail and express package regulations and procedures preferred
- Demonstrated knowledge of office equipment, including commercial printers
- Proficiency with Power Point and Access preferred
- Keyboarding skills basic level
- Working knowledge of copiers and office machines
- High School Diploma or equivalent, some college helpful
- By prepping and scanning the documents fully and correctly in a timely manner, the administrator contributes to meeting service levels agreements between CDS and the H&D claims area
- Assist walk-up customers with copying services

**Thank you for your time and consideration.**

Sincerely,

Gray Denesik