

Mail Services Cover Letter

3655 Ondricka Drive Reillymouth, SD 42649-1220

Dear Sawyer Stiedemann,

Please consider me for the mail services opportunity. I am including my resume that lists my qualifications and experience.

In my previous role, I was responsible for back up support to the mail operation in sorting and posting mail and in handling unidentified mail and other back up support functions within the Facilities & Support department.

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:

- Process copy orders on multiple machines, both hard copy and computer generated
- Document finishing such as hole punching, GBC binding, laminating
- Maintaining appropriate inventory of paper and supplies
- Assist with special projects as needed at both North and South Campus locations
- Use best judgement when deciding whether to process orders at the Copy Center or to send to Print Services
- Previous experience operating a manual pallet jack preferred
- Knowledge of university mail services requirements
- Knowledge of USPS mail handling rules and regulations

Thank you for taking your time to review my application.

Sincerely,

Ari Botsford