

Mail Services Cover Letter

67375 Georgianna Lodge South Heatherhaven, WI 20595-0568

Dear Indigo Beahan,

I would like to submit my application for the mail services opening. Please accept this letter and the attached resume.

Previously, I was responsible for back-up coverage as necessary for Building Services Associate and Building Services Assistant including mail sorting, Reception coverage, express mail package delivery, receipt of perishable shipment packages, etc.

Please consider my experience and qualifications for this position:

- Knowledge of computers and record keeping principles
- Able to read, write, stand, lift, push, walk and drive
- High school diploma, GED or related field, or equivalent relevant work experience
- Exceptional Customer Service Skills and aptitude to manage competing demands
- Minimum of six months' office experience
- Knowledge of Mail Room Equipment preferable
- Familiarity with all areas of printing and duplicating, bindery, graphic arts, and use of related equipment
- Knowledge of mailing processes including, but not limited to, postal regulations and requirements

Thank you for considering me to become a member of your team.

Sincerely,

Morgan Murazik