

# Mail Services Cover Letter

33634 Hoppe CliffMurphyberg, CO 99523-6440

**Dear Rowan Stoltenberg,**

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 courier Service for the pickup and delivery of mail and copy jobs, on campus and offsite.

Please consider my experience and qualifications for this position:

- Knowledge of computer systems related to the development of tracking and record-keeping applications
- Knowledge of the methods, materials, tools, equipment, Codes (e.g., OSHA, EPA, building) and regulations of assigned area
- Knowledge of occupational hazards, safety regulations and safety precautions of the trade
- Demonstrated familiarity with USPS regulation related to not for profit mailing
- Experience managing a warehouse, mail, or maintenance staff
- Commitment to GREAT customer service
- Respond positively to students with problems and direct them to appropriate staff for resolution
- Experience in office procedures, receptionist duties, and computer (Microsoft Office, Word and Excel) skills

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

Sincerely,

Zion Legros