

Mailroom Assistant Cover Letter

96713 Margret MeadowLoritamouth, TX 16743

Dear Landry Windler,

I am excited to be applying for the position of mailroom assistant. Please accept this letter and the attached resume as my interest in this position.

Previously, I was responsible for mailroom services which include: mail sorting and scanning.

Please consider my experience and qualifications for this position:

- Achievement oriented, smart, resourceful, solution-oriented, and tech-savvy
- Adeptness in copying
- Comprehension of Microsoft Outlook
- Practical knowledge of email
- Background working with filing
- Faxing experience highly preferred
- Expertise in working as an assistant
- Hands-on experience with ordering office supplies and equipment

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

Sincerely,

Landry Stroman