

# **Mailroom Assistant Cover Letter**

10136 Francesco Circle Lake Maryannehaven, KY 36064-7038

**Dear Azariah Herman,**

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.

In my previous role, I was responsible for all mail room services; deal with internal mail deliveries and collections, collect and unpack parcels from the loading bay, book and track International and local couriers and frank royal mail letters.

My experience is an excellent fit for the list of requirements in this job:

- Experience with meeting coordination and planning
- Earlier work involving reviewing documents for spelling and grammar
- Previous experience working with Microsoft Excel
- General familiarity with editing
- Microsoft Office experience highly valued
- Strong familiarity with composing various kinds of correspondence
- Foundational knowledge in conference room setup & cleanup
- Good understanding of mail processing

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

Sincerely,

Sutton Farrell