

# Mailroom Assistant Cover Letter

618 Treutel ForgeJamalbury, UT 77865-7568

**Dear Blake Lockman,**

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

In the previous role, I was responsible for back-up for reception and mailroom during illness/vacation and ensures mailroom is always staffed.

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

- Should have a strong knowledge of mailroom tracking software, UPS & DHL software, Outlook
- Proficiency with computer software applications such as Microsoft Outlook, Word, Excel, and PowerPoint
- Dedication to provide superior customer service
- Promote camaraderie amongst team members
- Display emotional intelligence and sensitivity to group dynamic and needs
- Use appropriate judgement and display professionalism at all times
- Proactive in anticipating office needs and possess an innate sense of urgency to deliver results
- Demonstrate strong communication skills by conveying information effectively with team members and customers

**Thank you in advance for taking the time to read my cover letter and to review my resume.**

Sincerely,

Bellamy Hammes