

Mailroom Assistant Cover Letter

665 Hansen Crossing New Joannie, TX 08869

Dear Ari Willms,

I submit this application to express my sincere interest in the mailroom assistant position.

In my previous role, I was responsible for back-up support to the mailroom, which would include processing of daily mail, via USPS, UPS.

Please consider my qualifications and experience:

- Team worker, Ambitious
- Higher English
- HNC Business or equivalent
- Open to working Thursday through Monday
- Perform charge-back reporting for postage, local delivery, and faxes
- Use of customized software to update/maintain mailing addresses Bar code address quality review
- Track, trace, and resolve mail problems with USPS, and local delivery services
- Use common mail services including fax, postal services

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

Sincerely,

Sawyer Haley