

# Mailroom Assistant Cover Letter

86504 Marth ValleyNorth Kati, MD 47435-9907

**Dear Shiloh Botsford,**

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 vacation and ensures mailroom is always staffed.

Please consider my qualifications and experience:

- Contact service on mail and shipping equipment if need occursSearch Jobs US
- Regular reaching, grasping, and carrying of objects
- Occasional travel in Company vehicle
- Proficiency in a variety of PC software packages including Word, Powerpoint and Excel
- Good organizational and time management skills whilst working accurately and to deadlines
- Good knowledge of managing records
- Attentive to details and high level of accuracy
- Effective relationships to be built and maintained with internal customers

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

Sincerely,

Max Reynolds