

Office Clerk Cover Letter

7235 Guy Wall New Margorie, GA 17019-9787

Dear Shiloh Crona,

In response to your job posting for office clerk, I am including this letter and my resume for your review.

In the previous role, I was responsible for general office management of the phone, fax, and file systems.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Excellent organization and communication skills, both orally and in writing
- Sorting Check
- Keeping Payroll Records
- Have math aptitude
- Monitor office supply levels and submit purchases
- Prepare bank deposits and match purchase orders to invoices
- High school diploma and experience
- Knowledge of records/information management principles and their methodologies an asset

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

Sincerely,

Stevie Marquardt