

# Service Clerk Cover Letter

224 Penelope Street  
Port Eloy, OH 16233

**Dear Casey Williamson,**

I submit this application to express my sincere interest in the service clerk position.

In the previous role, I was responsible for knowledgeable answers to questions about Intuitive products, pricing, availability, order status and catalog terms and conditions.

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:

- Clerical Duties, sorting, & filing paperwork, files, processing incoming &
- Completed by Human Resources
- High School diploma or equivalent. General clerical and computer experience
- Prior experience in handling high volume telephone calls using a console preferred
- Assisting customers with inquiries/products while providing excellent customer service
- Pulling orders and parts for customers
- Packaging, labeling and coordinating shipments
- Receiving shipments from vendors and counting inventory

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

Sincerely,

Azariah Simonis