

Service Clerk Cover Letter

85729 Hintz Parkways
South Veroniqueton, AK 63385

Dear Briar Kautzer,

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

In my previous role, I was responsible for timely backorder notification and must be able to provide customers with alternative products that meet their needs.

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:

- Stocking and staging
- Previous customer service experience (retail, call center)
- Computer skills, proficient in MS Word and Excel
- Pass functional assessment of physical abilities, if requested
- Pass a fleet parts test
- Interact courteously with district staff
- Training in most procedures is provided on the job
- Background in data entry is helpful

I really appreciate you taking the time to review my application for the position of service clerk.

Sincerely,

Baylor Waters