

# Service Clerk Cover Letter

6273 Jonas Path Sidberg, TN 05252-8263

**Dear Jordan Bradtke,**

Please consider me for the service clerk opportunity. I am including my resume that lists my qualifications and experience.

Previously, I was responsible for customers with information and education about basic products and services to generate additional revenue.

My experience is an excellent fit for the list of requirements in this job:

- Attentive to details and strong work ethics
- Seafood/meat experience
- Pro-active, detail oriented, and able to multi-task
- Schedule driver re-certifications
- Understands and applies all Company policies, including policies on sale on restricted items, attendance and dress code
- Proficiency in computer software- Microsoft Office, Google
- A High School or G.E.D
- Knowledge of computerized maintenance management systems (CMMS) preferred, but can train

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

Sincerely,

Max Heathcote