

Service Clerk Cover Letter

4801 Angel ManorsKlingmouth, ME 59234-6569

Dear Riley Predovic,

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

Previously, I was responsible for technical assistance to customers in determining product problems and answering questions about performance of products.

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:

- Receiving, checking and cataloging orders
- Store incoming deliveries
- Scheduling, prioritizing and filling supply requests
- Performing necessary custodial duties for supply area
- Observing safety procedures
- Maintain all agreement, project and customer number logs
- Properly administer all start-up functions of new maintenance agreements
- Properly administer all functions relating to administration of service quoted jobs

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

Sincerely,

Sam Johnston