

# Your Name

142 Your Address  
Your City, State, xxxxx United States  
(xxx)xxx-xxxx  
your.email@gmail.com

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[Today's Date]

[Hiring Manager's Name]

[341 Company Address

Company City, State, xxxxx

(xxx)xxx-xxxx

hiring.manager@gmail.com]

Dear Mr./Mrs./Ms. [Manager's Name],

I am interested in applying for the full time position as a Senior Office Clerk as posted on Website. Enclosed is my resume for your reference.

I completed my Bachelor's degree in Sociology in Feb 2007. Since then, I've performed seven years of administrative experience. In that time, I've gained in depth knowledge of the various tasks and duties required of office clerks across the spectrum of job roles. I have a wide ranging familiarity with Microsoft Office and other office management software, and have developed a suite of efficiency tools to keep the office organized and on task.

Working as Head Office Clerk at Omega Corporations has prepared me to meet the challenges of a managerial role in professional office environment. I have shown my competency in clerical duties such as filing, typing, answering phone calls, and dealing with public. I simplified the process of retrieving data from the computer systems, maintaining departmental records, and typing daily reports, which allowed the company to save \$24,000 in labor cost annually. In addition, I was responsible for supervising and training a staff of three regular clerks and four interns. I believe that my proven managerial skills and cost cutting abilities, I can contribute effectively to your company and be a valuable employee.

Additionally, I worked at Land's End Industries where I handled the payroll activities for 60+ employees, answered an average of 40 calls per day and improved customer service rating by 15% via training other employees in new service techniques. Throughout my tenure I was reputed for taking the initiative, welcoming challenges, and scrutinizing alternatives to overcome obstacles.

I would be thrilled to have an opportunity to personally interview with you. Please feel free to contact me at your earliest convenience. Thank you for your consideration.

Sincerely,  
[Name]