

Your Name

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

[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 wish to submit my application for Office Clerk job opening, which I saw on (Website Name). I believe that my experience, education, and skill set put me in a position to meet the challenges described in your job posting. I have three years of experience in document scanning, data entry, payroll activities, and answering telephones. I was recognized at Gamma Corporations for my work ethic, where I have been employed as an Office Clerk Intern since August 2013. My key skills include IT skills for data entry, high attention to detail, the ability to run a payroll, and an excellent telephone manner. I am also adept with MS Word and Excel.

Additionally, I have worked with Sema Copies as a Junior Assistant Payroll Clerk and also in Customer Service, where I strived to maintain high standards for effectiveness, precision, dependability, and attendance. I am a flexible team player and can adapt to various situations that may occur, and handle any additional assigned duties. In summary, I am an extremely friendly and organized professional with proven administrative skills.

Enclosed is my resume for your review. I welcome the opportunity for an interview to discuss my additional skills, previous work experience, and what I have to offer your company.

Thank you for your time and consideration.

Sincerely,

[Name]