**Cover Letter for Post Office Clerk Position**

James Miner  
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May 4, 20XX

Mr. Jack Gilmore  
Human Resources Manager  
US Postal Service  
68 6th Street  
New York City, NY 29384

Dear Mr. Gilmore:

As a hardworking and committed post office clerk, I am eager to work for US Postal Service. I firmly believe that I am the right person because I have the right background in a similar capacity.

I can bring exceptional results by using the following skills:

* Answering customer inquiries and resolving customer complaints regarding postal services
* Controlling the cash register in the department
* Maintaining and organizing postal service area according to protocols
* Performing multiple functions simultaneously and prioritizing tasks
* Ensuring loss prevention systems and procedures are abided
* Handling proper security of cash and mail

Owing to the fact that I am well-versed in using and maintaining equipment such as automated stamping machines, and weight calculators, I am sure that I will be a great person to hire. One of my talents includes the ability to handle large mail volumes in limited time, owing to my own way of slicing time, and processing the mail in bunches.

I am confident that once we have met in person, you will also agree that I am the best contender for a post office clerk. To further discuss the role, I will contact your office so that a meeting can be arranged. You may also call me at (000) 783-2252 if you need further information.

Thank you for considering my credentials for Post Office Clerk at US Postal Service.

Sincerely,

James Miner