**OFFICE ASSISTANT COVER LETTER**

Dear Ms. Jana Pam,

I am applying for the position of General Office Assistant with Rexel Inc. I have worked two years as a front office clerk where I performed many of the duties required by this position. I am computer literate with knowledge of MS Word, Excel, Spreadsheets and a variety of other programs. I also have the ability to learn your computer system and new programs quickly.

I have excellent communication skills with the ability to understand instructions and to convey information proficiently. I have the interpersonal skills needed to greet visitors in a friendly but professional manner and to help create a pleasant and welcoming environment.

I have the ability to perform the clerical duties such as answering phones, sending and receiving faxes, sorting mail and filing documents. I possess excellent organizational skills with the ability to multi-task to complete projects in a timely fashion. I am also self-motivated and detailed oriented with the ability to work on multiple tasks with efficiency.

I have the ability to look and present myself in a professional manner and to maintain a positive and friendly attitude at all times. I also have the ability to maintain composure and to stay focused on the job at hand when faced with stressful situations or when working under pressure to meet tight deadlines.

I understand the importance of client confidentiality and I adhere to high ethical standards at all times. I am the best applicant for this job and I am looking forward to meeting with you in person to discuss what I have to offer your company and the details of this position.

My contact number is (555)-555-5555.

Respectfully,

Your Signature