**123 Main Street,**

**San Francisco, CA 94122**

**Home : 415-555-XXXX**

**Cell: 415-XXX-0000**

[**email@example.com**](mailto:email@example.com)

**Dear Mr. Perdue,**

I am writing to apply for the Clerical Officer position with Standard Sign Corporation. I am a secretarial professional with nearly five years of experience in various types of clerical work. In my current position as Secretarial Assistant with Phillips Foods I take incoming phone calls take messages and prepare documents among other clerical duties. I am highly organized with good time management skills. I thrive in a fast-paced environment and have excellent customer service skills. Perhaps above all else I know my way around an office. I have been commended for my knowledge and skills in utilizing computer programs and office equipment used for everyday business needs. I would love to bring this level of professionalism to Standard Sign Corporation so that I may help your office run smoothly and efficiently.I have no doubt you will find me to be an excellent candidate for your Clerical Officer position. I welcome you to contact me at the above phone number or email address at your convenience and look forward to discussing my qualifications with your in more detail. Thank you so much for your time and consideration.

**Sincerely,**

**Virginia Crowley**