**Office Clerk Cover Letter**

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Dear Hiring Manager,

I recently came across your wanted ad where you stated that you were seeking to fill an Office Clerk position. I have been actively searching for a role that would allow me to put my clerical skills to good use. I have thoroughly enjoyed working in office environments and have found them to be an excellent fit for my strengths in the past. I am organized, efficient and experienced. I feel that working at Innovation Advertising would allow me to advance my skill set.

Over the course of my working experience, I have been employed in three different office settings. All of them were slightly different in what they dealt with, but my adaptability allowed me to get in the swing of new routines and to learn new office procedures quickly. In the past, I have been in charge of filing paperwork, taking phone calls and scheduling appointments. With my assistance, office productivity at my last job increased by 25%.

I am familiar with both Apple and Windows computers and am comfortable using both. I'm proficient with the entire Microsoft Office suite and am fully capable of working with programs such as Excel for tasks pertaining to data entry. I have experience with operating a multi-line phone and with transferring calls and placing callers on hold. I'm also experienced with using a variety of graphic design software to create flyers.

The experience that I've mentioned here covers the basics, but there is more that I would love to chat with you about in person. If after reading my resume, you agree that I could be a good fit, feel free to reach out to me at your convenience. I thank you for your time and consideration.

Sincerely,

Amy Chan