**Yolanda Brown  
693 Maxwell Street  
Stamford, CT 6902  
(222)-884-XXXX  
[email]**

**Feb 23, 20XX**

**Ms. Jane Atkins  
Watson Dwyer Inc.  
3752 Court Street  
Maryland Heights, MO 63043**

**Dear Ms. Atkins,**

While going through the classifieds I saw the advertisement for a Clerical Officer position with Watson Dwyer Inc. and I knew right away this was the job for me.

I have the skills and experience that your company is searching for and I welcome the opportunity to work for such a reputable business. I have three years of experience working in the administrative field performing a variety of duties that include filing, sorting mail and keeping accurate records.

I am computer literate and proficient in MS programs such as Excel, Word, PowerPoint and Spreadsheets. I have the ability to use these and other programs to maintain an efficient account of your company’s records and all correspondences. I have excellent math skills with the ability to review invoices and billing to ensure accuracy and to locate the problem if an error is found.

I am fluent in two languages and have the ability to greet visitors in a friendly and professional manner that creates a welcoming environment. I have excellent leadership skills with the ability to manage the clerical staff efficiently in order the keep the office running smoothly at all times.

I have the skills to make appointments, schedule meetings and I can also set up traveling arrangements for executives when representing the company at trade shows and conferences. My experience also includes keeping track of and ordering office supplies and taking notes at meetings.

I look forward to talking with you soon to discuss the particulars of this position in more detail and you can reach me by calling (222)-884-XXXX.

Respectfully,

Yolanda Brown