OFFICE CLERK

ENTRY-LEVEL

142 Your Address Blvd, City Name, CA XXXXX



youremail@gmail.com

(XXX) XXX-XXXX

[Today’s Date]

[Hiring Manager’s Name]

[341 Company Address]

[Company City, State XXXXX]

[(xxx) xxx-xxxx]

[hiring.manager@icloud.com]

Dear [Mr./Mrs./Ms/] [Hiring Manager’s Name],

I wish to submit my application for the Office Clerk job opening, which I saw on (Website Name). I believe that my experience, education, and skill set place me to meet the challenges described in your job posting. I have 3 years of experience in document scanning, data entry, payroll activities, and answering telephones. I was recognized at Gamma Corporations for my work ethic, where I have been employed as an Office Clerk Intern since August 2015. My key skills include IT skills for data entry, high attention to detail, the ability to run a payroll, and an excellent telephone manner. I am also adept with MS Word and Excel.

Additionally, I have worked with Sema Copies as a Junior Assistant Payroll Clerk and also in Customer Service, where I strived to maintain high standards for effectiveness, precision, dependability, and attendance. I am a flexible team player and can adapt to various situations that may occur and handle any additional assigned duties. In summary, I am an extremely friendly and organized professional with proven administrational skills.

Enclosed is my resume for your review. I welcome the opportunity for an interview to discuss my additional skills, previous work experience, and what I have to offer your company.

Thank you for your time and consideration.

Sincerely,

[Name]

from Resume Genius