**File Clerk Cover Letter**

**SONYA** HERRING

100 Broadway Lane, London, UK NW80QE | | M: (020) XXXX XXXX | example-email@example.com

Dear Mr. Starling

I am writing to apply for the File Clerk position with the London Courthouse. I am a secretarial professional with five years of office experience and an Associate’s degree in Business Administration.

In my current position as Secretary with the London Medical Group I provide office assistance in the form of answering telephones scheduling appointments typing document and of course filing patient records. I am extremely organised with a strong attention to detail. In addition I am hard working and always arrive to the job on time.

My filing and associated paperwork skills are exemplary; I rarely make an error. Past supervisors have said they can always count on me to be careful and conscientious when filing large jobs. It would be my pleasure to bring my meticulous nature and experience to the File Clerk position at London Courthouse.

I am confident you will find me to be an above average candidate who possesses the skills you are seeking. I welcome you to contact me at your earliest convenience to set up an interview. I look forward to speaking with you in person about what I can bring to the job. Thank you so much for considering me.

Best

Sonya Herring