**32 City Avenue 5D  
New York, NY 65228**

**August 18, 2016**

**Mr. Joseph Marlowe  
Senior Administrator  
Millennium Company Ltd.  
PO Box 83295  
New York, NY 52887**

**Dear Mr. Marlowe:**

I am writing to apply for the position of General Clerk at the Millennium Company Ltd. Along with my diploma in office management and 3 years of experience in different secretarial capacities, I am confident in my ability to effectively contribute to your bottom line.

As you can note from the enclosed resume, I am a good communicator who possess excellent organization skills and quick in following instructions. Previously, I have worked as a general clerk at ABC Logistics Company for last six months. There I was responsible for all the work assigned by executive members such as documentation, mailing, compilation and maintenance of all kinds of records, basic accounting, record-keeping and organization functions, and making schedules.

Specifically, I am highly skilled in assisting in various administrative matters such as:

● Maintaining different financial records (both manual and computerized)  
● Verifying statistical reports for accurateness and completeness  
● Accumulating and disseminating information  
● Resolving and adjusting complaints  
● Filing documents  
● Operating office equipment such as fax machines, copiers and scanners.

As a resourceful and methodical professional, I would like to meet with you in order to discuss this General Clerk position in detail. I will contact you in the week of August 25 to confirm the receipt of my application. In the interim, you may contact me at (000) 333-XXXX or via email at [Email Address Here].

**Thank you for your time and consideration.**

**Sincerely,**

**(Signature)  
Henry Fielding**