**1 Main Street, New City land, CA 91010**

**Home: (555) 322-XXXX**

**example-email@example.com**

**Dear Hiring Manager,**

Looking for a dynamic Clerical Assistant? Search no further, because I am ready for the job. With over six years’ experience as a Clerical Assistant, I will step in and make an immediate contribution to Lancelot Staffing’s continued success.

You are seeking someone who can manage documents, meeting support, and filing, and that is exactly what I am prepared to do. As a Clerical Assistant, I respond to customer requests, prepare meeting packages, retrieve information, and keep areas well-stocked for use. In addition, I am self-directed, professional, and have excellent time management methods.

I look forward to meeting with you in person this week and discussing the details of this position. In the meantime, please find my resume attached. References are available upon request.

**Sincerely,**

**Jeremiah Jones**