**Craig Bolding  
4017 Buck Drive  
Brattleboro, VT 5301  
(222)-502-XXXX  
[email]**

**Ms. Carol Hollins  
Dallas Independent School  
4120 Tetrick Road  
Winter Haven, FL 33881**

**Dear Ms. Carol Hollins,**

I am applying for a school clerk position at your school Dallas Independent School and have attached my resume for consideration.

I have completed a clerical certification program and have had three years of on the job training and love working with teachers and school administrators. I am highly organized and can take control of all school records to ensure that they are up to date and that everything has been entered in the correct file of the database. I can also make sure that all of the student’s records are maintained including absences, tardiness and academic records.

My written and verbal communication skills are great and I can support the principal and any other administrators in any way that is required of me. Because of my communication skills, I can effectively work directly with students in regards to their inquiries on any aspect of their school life including academic issues, attendance and any fees that they may owe. I am also able to communicate effectively with parents on issues that they may have regarding their student’s progress.

When required, I can look after classes, recess periods or any area where students are gathered in order to maintain control and discipline. If teachers need help with preparing any instructional material, I would be ready and willing to help out with this task too. I can organize and ensure that all educational materials are stocked and ready for use by the teachers.

Please feel free to contact me at any time by calling (222)-502-XXXX.

**Respectfully,**

**Craig Bolding**