**POST OFFICE COVER LETTER**

Hannah Ziegler

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March 1, 20XX

Leo Mitchell

Hiring Manager

U.S. Postal Service

5678 Lily Road

Waters, MN

Dear Mr. Mitchell,

My name is Hannah Ziegler, and I am excited to share my interest in the postal clerk position at the U.S. Postal Service. I found this opportunity on your website and was thrilled to learn that my background in customer service and office management aligns well with the job requirements.

As a business graduate from Illinois University, I trained in interacting with various customers and properly organizing their information in a computer database. My most recent role as a sales associate at PackItUp gave me valuable experience handling packages and processing orders. I also served several business owners, which gave me a better understanding of how vital a reliable mailing system is for employers. I believe these experiences strengthened my customer service skills and gave me a solid understanding of product distribution.

I believe I am a strong candidate for the postal clerk position because I help customers quickly while maintaining a friendly interaction. I am very passionate about connecting people through mail delivery services and find receiving a package or letter extremely meaningful. I hope to learn more about how the postal service works, and I would love the opportunity to contribute my communication skills to assist new customers in learning about digital services.

Thank you for considering my application, and please don't hesitate to contact me with any questions. I look forward to hearing from you.

Sincerely,

Hannah Ziegler