**Robert Smith**

***Contact details***

1737 Marshville Road, Alabama

(123)-456-7899

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**File Clerk**

[Today’s Date]

[341 Company Address]  
[Company City, State xxxxx]  
[(xxx) xxx-xxxx]  
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

Upon discovering the available role of File Clerk At your organization, I want to recommend myself for the same. My 1 year of experience and proven skills are directly related to the job posting.

Below is the list of crucial tasks I tend to perform in the current firm:

* Organize official paperwork accurately.
* Sort the documents alphabetically, chronologically, and other orderly fashion for easy retrieval.
* Receive mails and couriered packages.
* Handle inquiries over emails and phones.
* Discard old records or move them to appropriate storage.
* Updating the documents on a digital database.
* Scanning and making copies of the paperwork.
* Keeping sensitive data confidential.
* Periodic quality check of the record-filing.
* Maintaining documents index.

The above tasks solidify my professional abilities to fulfill the challenges and responsibilities associated with the profile.

Thank you for considering me as a potential candidate for the File Clerk Profile. My key skills, academic records, and current job responsibilities are covered in the attached resume. I will appreciate a further chance to explain my skills to meet the job objectives.

Best Regards,

[Your Name]



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