**Robert Smith**

**Office Administration 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],

With this letter and the enclosed resume, I would like to express my interest in the position of Office Administration Clerk and say that my experience and skills would be a perfect match for this job. I have the ability to manage workloads and can oversee daily work activities to ensure job performances meet or exceed expectations.

My background includes covering a full range of administrative tasks while improving organizational efficiency and maximizing productivity. I also excel at multitasking, collaborating with staff and customers, and ensuring top-notch customer satisfaction. While working at (Previous company name) I handled all tasks from handling reception duties to maintaining records, and organizing schedules.

A quick insight into my qualifications –

* Performing various office administrative support functions – including word processing, front-desk reception, supply maintenance, call routing, ordering supplies, handling travel plans, and spreadsheet development – while concentrating on applicable policies and procedures.
* Stellar commitment to providing outstanding support within a fast-paced, and challenging environment, while streamlining operations and achieving company success.
* Excelling at interpersonal, multiple tasks, and communication skills while delivering top-level organization skills.

In my Office Administration Clerk role, I honed my skills in file management and database management, providing a solid foundation that this role requires. My people-centric nature, compassion, and critical thinking skills are finely honed to contribute to effective delegation capacities. With these skills, and much more I am confident that I would be a strong candidate for this role. The chance to offer more insight into my qualifications would be appreciated.

Thank you for your time and consideration.

Sincerely,

[Your Name]

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