

[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],

After working in the office administration industry for 12 years, I was happy to learn about the Senior Clerk position at [company name] through a mutual connection, Sally Bartlett. She informed me that you are looking for someone to take on the responsibilities of a Senior Clerk and handle the day-to-day tasks that come with running an office.

I think I would be a great fit for this role because while I have experience in all of the duties required of a Senior Clerk, I am also eager to learn new things and grow my skills. My various roles have allowed me to develop my knowledge and expertise in administrative work and customer service. Along with my experience in office administration, I also bring strong leadership skills that I’ve gained from my previous positions as team leader and supervisor.

Accomplishments:

* Coordinated with clients and partners to ensure smooth fulfilment of orders.
* Reduced errors by 75% with the implementation of a new quality control system.
* Streamlined customer service and reduced wait times by 50%.
* Implemented new procedures that reduced customer complaints by 60%.

I am excited about the possibility of joining your team and using my skills to help [company name] succeed. Thank you for considering me for this position and please feel free to contact me at any time if you have any questions or would like more information regarding my experience.

Sincerely,

[Your Name]

**Robert Smith**

**Senior Clerk**