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| **Robert smith**  **Tally Clerk** | **Phone**: (123) 456 78 99  **Email**: info@qwikresume.com  **Website**: [www.qwikresume.com](http://www.qwikresume.com)  **LinkedIn**: linkedin.com/qwikresume  **Address**: 1737 Marshville Road, Alabama. |

[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],

I came across your job opening for the position of a Tally Clerk through a friend of mine (Friend Name), for which I am applying. As a highly experienced, and well-grounded Tally clerk, I have a deep knowledge of numerous products of your company and am very excited to contribute my quota to the success of your company. I am confident that my outstanding accounting skills and sales knowledge will be a perfect asset for this role.

My background includes performing a plethora of administrative and clerical tasks while achieving greater office productivity, and efficiency. From reconciliation of accounts to updating databases to routing mails and maintaining records, I excel at multitasking, collaborating with management and staff, and encouraging effective office procedures.

Highlights of my experience include the following –

* Performing various clerical tasks, including data entry, supply tracking, bank deposits, completing BRS, typing, and record management – while fostering positive relationships with management and customers.
* Demonstrating strong communication skills along with a solid commitment to providing outstanding support within a fast-paced office environment.
* Proficiency in MS Office, and Outlook.
* Worked with similar products in similar positions, which broadened my managerial skills.
* While working at (Old Company name) increased the revenue of the company to a 70% increase in my first few months of service.
* Staying updated with the latest news and information relevant to this position, so that I can pass this information on to the company, and staff members.

My skills in general administration, coupled with my work ethic, and positive attitude, position me to excel in this role. I look forward to hearing from you at your earliest convenience. Thanks for your favorable consideration.

Sincerely,

[Your Name]