**Geraldine Sitz**

[Street Address] ⬩ New York, NY 55900

Phone: 555-555-55555 ⬩ [Email Address]

**Today’s date**

Mr. Lloyd Hamilton

MNO Company

Street Address, City, State, Zip

**Re: Office Clerk Position**

Dear Mr. Hamilton,   
Your ad for an office clerk in the Business Weekly caught my eye, and I am attaching my resume for your perusal.

As you can read, I have ten years of experience working as an office clerk, performing a range of office duties and activities.

My weekly responsibilities include:

* Data entry and typing letters
* Answering phone and making outgoing calls
* Preparing payroll documents, billings, and invoices
* Providing files upon request and maintaining them in good order
* Ordering supplies
* Providing accurate information to all departments upon request

I am available to start immediately, and would welcome the opportunity to meet you for an interview at your convenience.

I can be reached at 432-765-0098 or at [your email address].

Thanking you in advance,

Sincerely,

*Geraldine Sitz*

**Enclosure: Resume**