

Robert Smith

Postal Clerk

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[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],

Please accept this letter, and my attached resume as my interest to apply for the open job position – of Postal Clerk that is currently available with ***. As a highly experienced and motivated individual with more than five years of experience in postal and mail services, I believe my expertise, and multitasking abilities make me a promising candidate for this job role. I am sure that by being a part of your postal service, I can develop my skills while simultaneously contributing my experience to your department. In my previous role at **, I was tasked with the duty of handling customer inquiries, and complaints, processing transactions, and opening and closing accounts. I have hands-on experience using relevant software programs, and I excel in MS Office. My excellent problem-solving skills, along with my knack for coming up with innovative solutions have eased even the most difficult customers also easily.

At my current workplace, I perform the following tasks –

- Providing key mail/postal support to the ***, enabling me to work well in a fast-paced environment like ***.
- Talent for receiving, sorting, and delivering a variety of incoming mail along with the ability to provide comprehensive mailroom support.
- Sorting mail, disposing of junk mailing, weighing the mail to determine the exact correct postage, and arranging all mail for timely pickup.
- Utilizing my strong communication and interpersonal skills to build a relationship with personnel across the company.
- Earned "Best employee of the month" on four different occasions for my work ethic and tremendous performance.
- Excellence in providing quality service with patience, and dignity while maintaining time and work prioritization.

My motivated and enthusiastic nature, with a constant, thrives to look for new opportunities enables me to provide excellent services to customers. I am confident that my experience and skills would be an immediate asset to the post office. I am looking forward to meeting you in person so that we can discuss how best of a match I can be for this role. Thank you for your time and consideration.

Sincerely,
[Your Name]

Postal Clerk Canada Post Cover Letter Guide

B Lingard



Postal Clerk Canada Post Cover Letter Guide:

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