

Sample Administrative Clerk Cover Letter:

**Grace Matthews
90 Frederick Street
Any Place, USA 33333**

September 29, 2006

Mr. Peter Thomas,
Hiring Manager
Marston Manufacturing Company
10 Marion Avenue
Any Town, USA 99999

Dear Mr. Thomas:

With this cover letter, I'm applying for the position of administrative clerk, which you listed on JobBankUSA.com. In my previous employment as one of two administrative clerks at Lawton' Department Store I was responsible for compiling and maintaining the records of business transactions and office activities and performing a variety of clerical duties as well as making use of the knowledge of systems and procedures specific to that store. I can do the same for your company if you hire me to fill this opening.

May we get together to talk more about this job and how I can fit the profile? Please phone me at 777-777-7777 so we can arrange a date and time that suits your schedule. Thank you for reading this cover letter and my resume. I look forward to receiving your reply.

Sincerely,

Grace Matthews

Sample Accounting Clerk Cover Letters:

SAMPLE 1

Justina Williams
22545 Harbor Road
Avon, NC 22222
May 6, 2012

Recipient's Name
Recipient's Position
Company's Name
Company's Address

Dear Mr. [Recipient's Name],

I noticed your advertisement in The Morning Sun, dated Thursday, May 4, 2012 regarding the position of an accounting clerk. I possess all the qualifications that were mentioned in the advert along with sufficient and relevant work experience. I was working as an accounting clerk for XYZ Company for the last 5 years but due to the economic meltdown, I have been looking for a new job in this field.

I have a B.A. in Accounting along with good organizational and mathematical skills which have worked to my advantage. I have sufficient experience in updating and managing accounting records which will help me to perform well in the position I am applying for.

I have attached my resume along with this cover letter so that you can go through my qualifications and work experience in further detail. I am looking forward to working with [Company's Name] in the future. I will call your office on May 10, 2012 at 11:00 a.m. to discuss the possibility of an interview. I will be available on (022)-xxx-xxxx for any questions. You can also email me at justinawilliams@abc.com. I really appreciate your time.

Sincerely,
Justina Williams

SAMPLE 2

Justina Williams
22545 Harbor Road
Avon, NC 22222
May 6, 2012

Recipient's Name
Recipient's Position
Company's Name
Company's Address

Dear Mr. ABC,

While going through simplyhired.com, I saw your advert for the position of a proficient accounting clerk. The position interested me since I am also looking for a job in this field so I would like to apply for the same.

I have a degree in accounting so I am adept at working as an accounting clerk and managing accounting records including accounts payable and receivable. I have been working as an accounting clerk for A & B company since 2007 but I am looking forward to relocate so I am really keen on working with your company.

I have attached my resume with the cover letter so that you can go through my credentials for yourself. I am sure you will find me worthy of being hired as an employee. You can reach me at (044)-xxx-xxxx or justinawilliams@abc.com for further questions. Thank you so much for your consideration and time.

Sincerely,
Justina Williams

SAMPLE 3

Justina Williams
22545 Harbor Road
Avon, NC 22222
May 6, 2012

Recipient's Name
Recipient's Position
Company's Name
Company's Address

Dear Mr. ABC,

This letter is in response to your advertisement in the New York Daily for the position of an accounting clerk which appeared on Wednesday, May 4, 2012. I would like to express my interest in applying for this position. I have been working in this field for the last 3 years with Meyers & Company.

I possess a degree in Business and my work experience has really helped me to work on my organizational, mathematical and computer skills. I am proficient in maintaining as well as updating a lot of accounts on my own including the production of balance sheets and income statements.

Your name is highly reputed in this field and I would like to express my keen interest in this position in [Company's Name]. I am willing to start work immediately. I have attached my resume with this cover letter for your convenience. I will be obliged if you would give me the opportunity of getting an interview with you. You can contact me on (055)-890-6789 and justinawilliams@abc.com for further questions. I am grateful to you for your time.

Sincerely,
Justina Williams

SAMPLE 4

Justina Williams
22545 Harbor Road
Avon, NC 22222
May 6, 2012

Recipient's Name
Recipient's Position
Company's Name
Company's Address

Dear Mr. ABC,

I am writing this cover letter in response to a post from North American Laboratories dated May 4, 2012 looking for candidates for the position of an accounting clerk. I am very keen on getting this job and I am available to begin work immediately.

In terms of my educational qualifications, I have a bachelors degree in accounting from Texas University and I am working towards my masters degree via a long distance program to increase my knowledge by another notch. I was previously working with Mason & Brothers Co. which is a very reputed company in Illinois but I had to resign because they were downsizing the company.

During my 4 years of tenure-ship in their company, I have also developed my interpersonal and computer skills which works in my favor. I am skilled at maintaining accounts payable, balance sheets and profit and loss statements among other things.

I have attached my resume with this letter for your convenience. I am looking forward to being granted an interview for this position. My details are mentioned in my resume. Thank you so much for your time and consideration.

Sincerely,
Justina Williams

Bank Clerk Cover Letter Example

Bank Clerk cover letter example. Amend as suitable and use it with your applications.

Cover Letter Bank Clerk

<Enter date>

<Enter your full address>

Dear <enter name of person receiving application>

I am contacting you regarding your advertisement at <enter where job listing was found> for bank clerk. I am very familiar with your institution and hold it in high regard. I feel that I am an excellent candidate for this position as I have been a bank clerk in the recent past.

At <name of institution> I worked as a bank clerk for four years. I have a degree in finances from <enter name of university>. I am proud of my outstanding organizational skills as well as my ability to keep and balance records and accounts. As my CV reflects, my educational training and work experience has been geared toward providing excellent customer service. I have the ability to handle customer funds with great accuracy.

I enjoy meeting and serving customers so that their banking experience is always pleasant. I have a very positive, bright attitude and truly do care about customer service. I am confident that I will be an asset to <name of bank>. I look forward to meeting you so that we can discuss my application and your institution's goals.

Thank you,

<enter name>