# File Clerk Cover Letter Example and Template

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Dear Hiring Manager,

I am writing to express my interest in the File Clerk position at Tree Health Care. With more than five years of experience in administrative and clerical support, I have developed strong skills in data entry, organization, and confidentiality. I am confident that my background makes me well-suited to help your team manage records with accuracy and efficiency.  
  
In my previous role as an Administrative Assistant at Jebley Dental, I was responsible for scanning and filing confidential records, organizing digital documents, and maintaining compliance with strict retention policies. I also conducted weekly audits to ensure document accuracy and supported staff by keeping files accessible and up to date. These responsibilities not only strengthened my technical proficiency but also reinforced my ability to maintain privacy and adhere to organizational protocols.  
  
Beyond my technical qualifications, I bring strong communication and teamwork skills. I consistently collaborated with colleagues and patients to ensure smooth administrative operations. My attention to detail, combined with a commitment to accuracy, allows me to maintain reliable and efficient filing systems that support overall organizational success.  
  
Thank you for considering my application. I look forward to the opportunity to discuss how my skills and experience align with the needs of Tree Health Care. Please feel free to contact me using the information above.

Sincerely,  
Olivia Martinez