

1600 Holloway Ave  
San Francisco, CA 94132

Mr. Mancon  
Vice President, Management  
2247 San Diego Ave # 133  
San Diego, CA 92110

Dear Mr. Mancon,

Today's Human Resources reports that the organization plans to expand its management to include general clerks of providing customer service in a full range of Active Duty Military, Reserve Duty Military Duty and DOD Civilian Personnel Support activities. These services will be Pay and Personnel Support, Support Services Personnel and Command, and Personnel Transportation Support Services. This position is part of a Collective Bargaining Agreement. Membership is required. Here are the eight significant qualifications I have to offer:

- One year of experience in a Customer Service environment
- HR background in either the following disciplines: Military Pay, Military Personnel, Travel Claims or Navy Transportation. Substitutions for HR background can be from similar experience gained in either the private sector or other Federal Agency.
- US Citizenship
- Able to communicate both orally and in writing
- Experience with Microsoft Office Products, i.e. Word, Excel, PowerPoint
- Able to interact with others and to explain complex actions taken in regard to a military member's entitlements, allowances, or collections
- Knowledge and experience with grammar, spelling, capitalization, punctuation, and military terminology commonly used within office settings to prepare material correctly.
- Knowledge or experience with standard office equipment such as computers, electric typewriters, copiers, fax machines, and other office automation systems to perform a substantial range of office automation support

May we talk about how I can put these qualifications, and others summarized in the enclosed resume, to work as a general clerk? I'll call during the week of Dec 3 to discuss your company's expansion plans and the opportunity for an interview.