
POSTAL SERVICE CLERK RESUME

Summary:

Motivated and organized professional with proven years of experience in mail services and industry; vast experience as Postal Service Clerk; ability to provide excellent customer service to various clients and individuals; excellent communication skills both in oral and in writing; ability to work well with others with less supervision; ability to provide excellent work behavior

Professional Experience:

Postal Service Clerk January 2007 – present
Albany Postal Office, Albany, NY

Responsibilities:

Communicated with clients and various individuals to respond to their inquiries regarding mail regulations and procedures, rates and post office boxes.
Ensured correct postage, packages and letters in proper condition by regularly checking them.
Accomplished forms regarding changes of address, theft or loss of mail.
Cancelled postage by feeding mail into postage canceling devices or hand stamp mail.
Recorded daily transactions and kept money drawer in order.
Rendered customer service to various individuals regarding mail services, regulations and rates.
Mail Clerk May 2004– January 2007
FSS, Buffalo, NY

Responsibilities:

- Communicated with clients and various individuals to respond to their inquiries regarding mail regulations and procedures, rates and post office boxes.
 - Ensured correct postage, packages and letters in proper condition by regularly checking them.
 - Accomplished forms regarding changes of address, theft or loss of mail.
 - Cancelled postage by feeding mail into postage canceling devices or hand stamp mail.
 - Recorded daily transactions and kept money drawer in order.
 - Rendered customer service to various individuals regarding mail services, regulations and rates.
-

Mail Clerk May 2004– January 2007
FSS, Buffalo, NY

Responsibilities:

- Communicated with clients and various individuals to respond to their inquiries regarding mail regulations and procedures, rates and post office boxes.
 - Ensured correct postage, packages and letters in proper condition by regularly checking them.
 - Accomplished forms regarding changes of address, theft or loss of mail.
 - Cancelled postage by feeding mail into postage canceling devices or hand stamp mail.
 - Recorded daily transactions and kept money drawer in order.
 - Rendered customer service to various individuals regarding mail services, regulations and rates.
-

Mail Clerk May 2004– January 2007
FSS, Buffalo, NY

Education:

Associate Degree in Administrative Management, Stanford University, 1999
Bachelor of Science in Business Management, Stanford University, 1994

Skills:

- Good customer relations skill
 - Proficiency in both oral and written communication skills
 - Proficiency in computer applications related to work
 - Good time management skill
 - Highly organize to details
-

Awards and Honors:

Dean's Lister, Stanford University, 1999

[Build your Resume Now](#)