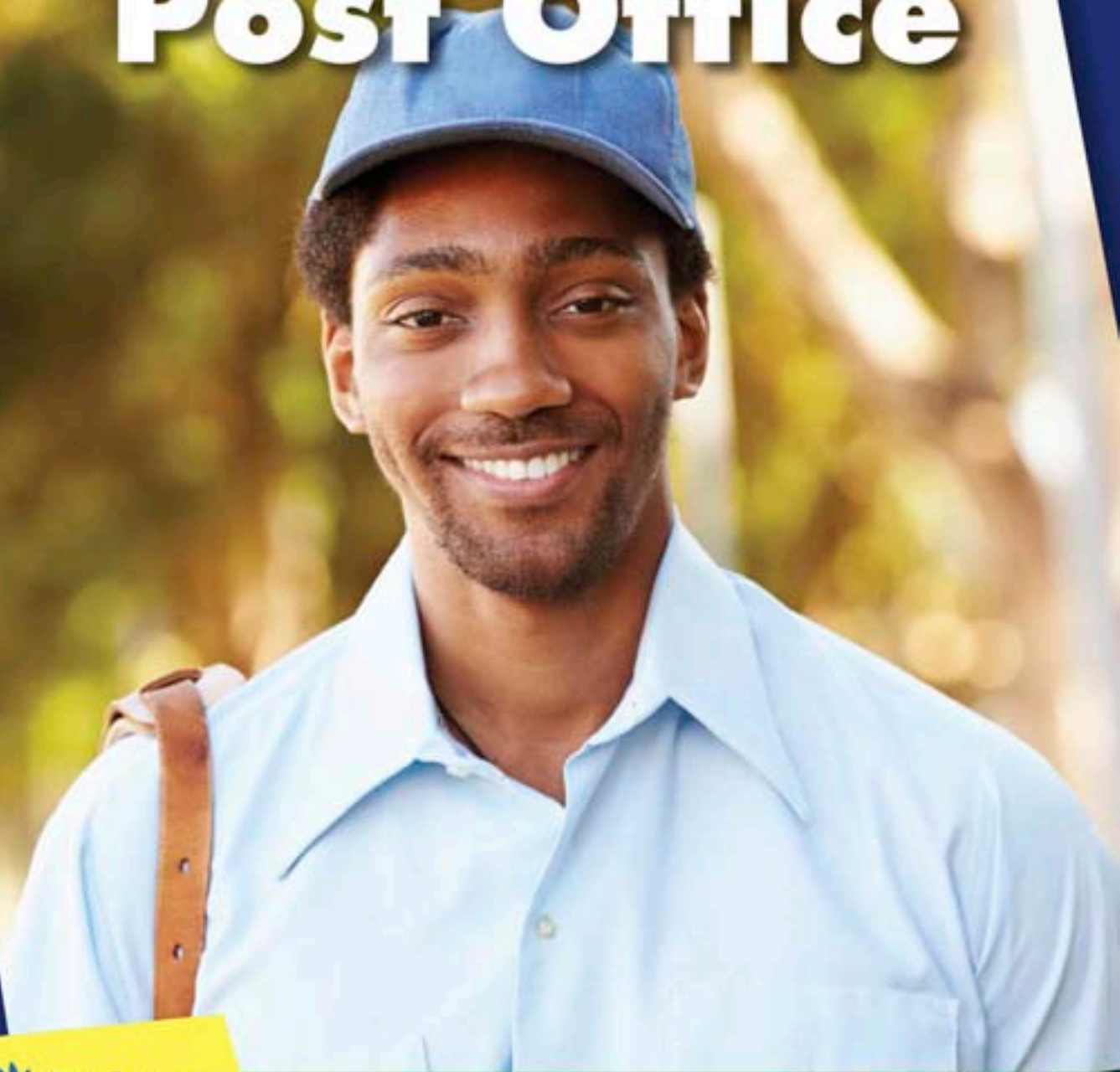


Post Office



21st Century
Junior Library

Explore a Workplace



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Post office workers help people every day.

What Is a Post Office?

You are in a line. Others wait with you.
You see people with letters and **packages**.
Some people need to buy stamps. Others
have questions about how to send their **mail**.
Where are you? You are at a post office!



The post office sells stamps.

You go to the post office to send mail. Do you need to send a package to a friend who lives far away? Mail for your family arrives at the post office. How does that mail get to your house? It takes many people to deliver the mail.



There are many jobs to do at the post office.

There are many kinds of jobs at the post office. **Clerks** help you send mail. **Mail carriers** deliver mail. Are you ready to learn more about post office workers?

Make a Guess!

Guess how many people work at a post office. Write down your guess. Visit a post office with a parent. Ask the clerk how many people work there. Was your guess correct?



A postmaster must be organized.

Post Office Workers

A **postmaster** runs the post office.
The postmaster must be a good leader.
The postmaster is in charge of the workers.
Customers can talk with the postmaster.
The postmaster makes sure people can easily send and receive mail.

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