

YOUR NAME
ADDRESS (optional)
Phone
Email address

DATE

CONTACT NAME (if available)
CONTACT NAME JOB TITLE (if available)
Company Address
State, Zip Code

Dear CONTACT NAME (use Dear Hiring Manager if no contact name) :

As an avid ABC123 Retail Company customer, I was excited to find your advertisement on Monster.com for an office manager for your new district headquarters. I couldn't wait to submit my resume, which is enclosed for your review.

I currently serve as office manager for a busy financial services firm (XYZ Company), where I supervise a team of 12 employees and coordinate all office functions. My strengths in improving office systems and building a top-performing clerical team have earned repeated commendations and formal recognition from the company CEO.

Your new headquarters would benefit from my administrative and managerial skills. I offer:

- Ten years of experience leading front- and back-office administration and serving as a trusted assistant to senior executives
- Well-honed office management skills, including hiring and supervising clerical staff; scheduling, calendaring and event planning; preparing reports; administering records management systems; and developing Excel spreadsheets and PowerPoint presentations
- The ability to anticipate executives' needs, follow through on all details and tactfully handle sensitive situations
- Computer proficiency, including a solid foundation in MS Office Suite (Word, Excel, PowerPoint and Access), Lotus Notes and QuickBooks

I am confident I would organize and manage your new headquarters to create a smooth-running office. Thank you for your time reviewing my application materials. I look forward to hearing from you.

Sincerely,

Robyn Foster

Enclosure: Resume