

I'm not robot!

# OFFICE ASSISTANT

✉ your.name@gmail.com ☎ (XXX) XXX-XXXX 📍 142 Your Address Blvd  
City Name, CA XXXXX

[Today's Date]

[Hiring Manager's Name]  
[341 Company Address]  
[Company City, State XXXXX]  
[(XXX) XXX-XXXX]  
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Manager's Name],

I am interested in applying for the full time position as an Office Assistant as posted on (Website). Enclosed is my resume for your reference.

I completed my Bachelor's degree in Sociology in February of 2007. Since then, I've accrued seven years of administrative experience. During that time, I've gradually built a strong foundation of knowledge regarding the various tasks and duties required of an office assistant. For instance, I'm now deeply familiar with Microsoft Office and other office management software, and have developed a suite of efficiency tools to keep an office organized and on task.

Working as Head Office Assistant at Omega Corporations has prepared me to meet the challenges of a managerial role in a professional office environment. One example of how I exceeded expectations as an employee is when I simplified the process of data retrieval for my managers – saving the company \$24,000 in annual labor costs. I was also responsible for supervising and training a staff of three regular clerks and four interns. I believe that, equipped with my proven managerial skills and cost cutting abilities, I can contribute effectively to your company and be a valuable employee.

Additionally, I worked at Land's End Industries where I handled the payroll activities for 60+ employees, answered an average of 40 calls per day, and improved our customer service rating 15% by training employees in new service techniques. Throughout my tenure I was known for taking the initiative, embracing challenges, and overcoming obstacles.

I would be thrilled to have an opportunity to personally interview with you. Please feel free to contact me at your earliest convenience. Thank you for your consideration.

Sincerely,

[Your Name]



