

July 23, 2013

Acme Investments, Inc.  
Attn: Thomas Burgin  
4634 W. Industrial Dr., Ste. 24  
Houston, TX 45987

Harold Waybird  
586 Main St.  
Brighton, TX 45965  
Phone: (555) 555-1212  
Email: hwaybird@email.com

Dear. Mr. Burgin,

I am writing to you to express my interest in the Office Manager position currently available at Acme Investments, Inc. I believe that I am an excellent fit for this position, given my extensive background in office management and administration. I believe that the Office Manager is the driving force of a businesses support team, and I know that my skills and qualifications prove my ability to fill that role.

In the job description for the position that Acme Investments posted, there were some requirements that stood out to me:

- Must possess the ability to support a busy office by maintaining office systems and managing staff
- Required to manage office efficiency through support of systems and staff, setting clear objectives, and completing tasks with a deadline
- Exceptional professional interpersonal skills a must, as the right candidate will be interfacing with company staff, clients, and partners on a daily basis

In my previous role, I successfully supported an office of over 100 people. I have always had a natural ability to work well with people, help customers, and mesh with with office staff. I understand that good interpersonal skills allow for a more comfortable and cohesive office environment.

I believe that after you have reviewed my application and resume you will see that I possess an excellent skill set which matches your requirements perfectly. If you have any further questions or require additional documentation, please feel free to contact me. Thank you for your time and consideration.

Respectfully,  
Harold Waybird

Get more from: <http://www.wikihow.com>

Get more from <http://www.getforms.org>