**Office Coordinator Cover Letter Sample**

Jax Sampson

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Dear Hiring Manager,

This letter is an application for the Office Coordinator position at your company. I have worked within the administrative field for 9 years. I gained three years of experience as an Office Coordinator at Innovation Advertising. My interpersonal and communication skills have proven to be essential for this role. I strongly believe I would be an asset to your business. I am excited about exploring an opportunity with such a reputable company.

At Innovation Advertising, I was responsible for creating schedules for office personnel and field agents. In addition, I generated weekly and monthly productivity reports for management and managed inventory and was responsible for processing purchase orders for various departments. I also greeted customers and prospective clients and provided administrative and sales support to the management team. During my three years of employment, I was recognized twice as "The Extra Mile Achiever."

My experience at Centurion Medical as a Medical Records Coordinator relates directly to what you are looking for. My duties included ensuring that all files were coded properly, updated regularly, and properly stored as per HIPAA regulations; submitting monthly purchase orders to the supply procurement clerk; and coordinating monthly meetings with all department leaders. I also managed the inter-department schedule and monitored the staff's time and attendance. I began at Centurion Medical as a Medical Records Intake Clerk and advanced within two years.

I am grateful for the opportunity to apply for this position. My extensive office experience has prepared me to excel in this role as an Office Coordinator. I can easily adapt in any office setting. My advancement and achievements reflect my dedication to growth and success. I look forward to being selected as a viable candidate. I am available for various shifts. I can also be reached by phone or email any day of the week between 8 am and 8 pm.

Sincerely,

Jax Sampson