**OFFICE MANAGER COVER LETTER**

**[Your Name]**

**[Phone Number]**

**[e-mail]**

**[Date]**

Dear Mr. Smith,

Thank you for the opportunity to apply for the office manager position at Casa Blanca Management. Along with an undergraduate degree in Sociology and eight years of experience in the administrative arena beginning as a receptionist moving my way up to office manager, I am certain in my ability to become a key member of the executive team.

As you will note from my enclosed resume, during my tenure at River Cloud Construction as the office manager I was responsible for selecting and implementing new office policies as well as running daily operational functions of the company including warehouse operations, project management, travel and event planning, shipping/receiving and logistics. I hope to bring the same productivity to your company.

Throughout my career, I have shown my employers my ability to meet organizational objectives and needs. In addition to my administrative and project support skills, I am a skilled writer and proofreader and enjoy using my natural abilities and creativity to produce different documents from newsletters to brochures.

In closing, I am thrilled at the possibility and would love the opportunity to meet with you and discuss the value I can bring to Casa Blanca Management supporting the executive team. I appreciate your consideration and look forward to hearing from you soon.

Sincerely,

**[Your Name]**