**OFFICE ASSISTANT COVER LETTER**

January 21, 20XX  
  
Cara Sanchez

Senior Manager

Acme Company

Full Moon Cove, CA 94019

Dear Ms. Sanchez,

I was excited to read about the Office assistant job opening at Acme Company. I have several years of experience in a variety of fields, including insurance and finance.

In addition to my extensive office experience, I have strong communication, customer service, and administrative skills. My broad background makes me an excellent candidate for this position.

Thank you for your consideration. I look forward to hearing from you to arrange an interview.

Sincerely,

Signature