
MIN SMITH

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Dear Hiring Manager,

I am writing to express my interest in the Office Manager position at ABC Corp, as advertised. With a Bachelor of Science in Business Administration and three years of experience as an Administrative Assistant, I have developed a robust skill set that aligns well with the values and mission of your company.

In my previous role, I honed my abilities in office management and administrative support. I excelled at coordinating communication between departments and managing office operations to ensure efficiency. My strong organizational skills enable me to oversee day-to-day tasks effectively while maintaining attention to detail under pressure.

Collaboration is key in any successful workplace, and I pride myself on being an effective communicator who fosters positive relationships within teams. My adaptability allows me to thrive in fast-paced environments, making it easy for me to implement policies that enhance operational workflows while supporting HR functions such as onboarding new employees.

I am particularly drawn to ABC Corp's commitment to integrity and excellence, which resonates with my own professional values. Your focus on empowering employees aligns perfectly with my working style; I believe that teamwork drives success, enabling us all to reach our full potential.

I would welcome the opportunity to contribute my skills in vendor negotiation, cost reduction strategies, and event planning towards the ongoing success of ABC Corp. Thank you for considering my application. I look forward to discussing how I can be a valuable addition to your team.

Sincerely,

Min Smith