

TAO LIU

Chicago, IL 60601 • (555)555-5555 • tao.liu@monster.com

Aug 28, 2026

Dear Hiring Manager,

I am writing to express my interest in the Office Manager position at ABC Corporation. With a Bachelor of Business Administration in Business Management and over 13 years of experience as an Administrative Assistant, I have honed a diverse skill set that aligns well with the dynamic environment at ABC Corporation.

Throughout my career, I have demonstrated a strong commitment to operational efficiency and team collaboration. My proficiency in office management has enabled me to oversee daily operations while ensuring seamless communication among staff and clients. I take pride in being detail-oriented and organized, qualities that allow me to manage office supplies inventory effectively and maintain optimal resource levels.

I believe that fostering a positive work environment is crucial for success, which is why I prioritize excellent interpersonal communication. My ability to adapt quickly to changing priorities has been instrumental in supporting teams through various challenges while maintaining focus on achieving common goals.

ABC Corporation's commitment to integrity, collaboration, and continuous improvement resonates deeply with my professional values. As someone who thrives in collaborative settings, I am excited about the opportunity to contribute positively towards enhancing productivity within your team.

Thank you for considering my application. I look forward to the possibility of discussing how I can support ABC Corporation's mission of delivering exceptional business solutions.

Sincerely,

Tao Liu