
SUKI CHEN

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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 four years of experience as an Administrative Assistant, I have honed skills that align well with your organization's commitment to innovative solutions and exceptional service.

In my previous role, I developed strong organizational capabilities while managing daily office operations and supporting executive teams. My attention to detail has proven essential in overseeing office supplies and inventory management, ensuring seamless workflow within the team. I thrive in collaborative environments that value communication and proactive problem-solving, which resonates with ABC Corp's mission of fostering teamwork for continuous improvement.

My proficiency in various office management software complements my ability to implement efficient procedures tailored to meet specific needs. As someone who values integrity and adaptability, I approach challenges with a positive attitude, always seeking ways to enhance operational efficiency.

I am particularly impressed by ABC Corp's dedication to empowering businesses through tailored administrative support services. It would be exciting for me to contribute my background in project coordination and team training towards achieving your goals of excellence.

Thank you for considering my application. I look forward to the opportunity to discuss how my experience can support ABC Corp's mission further.

Sincerely,
Suki Chen