

MING CHEN

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Oct 14, 2026

Dear Hiring Manager,

I am writing to express my interest in the Office Administrator position at XYZ Company. With a Bachelor of Arts in Business Administration and nine years of experience as an Administrative Assistant, I bring a strong foundation in office management and administrative support that aligns well with the dynamic environment at XYZ Company.

Throughout my career, I have honed my skills in communication, time management, and organization. My attention to detail ensures that I effectively manage day-to-day operations while maintaining a smooth workflow. I pride myself on being adaptable and collaborative, which allows me to thrive under pressure while contributing positively to team dynamics.

At my previous position, I was responsible for various administrative tasks including coordinating communications and scheduling appointments. This experience has equipped me with the ability to handle multiple responsibilities efficiently while providing exceptional customer service. My proficiency with Microsoft Office Suite further enhances my ability to support staff effectively and streamline processes within the office.

I am particularly drawn to XYZ Company's commitment to excellence and teamwork. The values of integrity and collaboration resonate deeply with me, as they reflect how I approach both work tasks and interactions with colleagues.

Thank you for considering my application for this exciting opportunity. I look forward to the possibility of contributing to your team at XYZ Company.

Sincerely,
Ming Chen