TO

**[Receiver Name]**

[Receiver Title]

**ADDRESS:** **[Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE:**  **[Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

Sub: Salary Requirement Cover Letter

Dear **[NAME]**

As an office manager with **[#]** years experience and looking to step my career up to the next level, I was thrilled to see your advertisement for Office Manager. I have extensive experience in ensuring the smooth running of a medium-sized office and supervising a team of **[#]** administrative staff. Along with day-to-day administrative duties I have acted as support the HR team by maintaining up-to-date personnel records and holding responsibility for organizing and scheduling interviews. I would be delighted to have the opportunity to bring my extensive experience to **[NAME]** and contribute to the efficient management of your office.

Throughout my professional experience, I have developed extensive skills in managing office budgets, being lead point of contact with suppliers, organizing company integration events and directly managing a team of administrative assistants. I have also been responsible for implementing and enforcing workplace health and safety procedures and I am OSHA trained.

* A few of my wins at my most recent employer, **[NAME]**, include:
* Renegotiated initial tender for office furniture refit with new supplier resulting in a **[#]** cost saving.
* Consolidated two legacy employee databases with new system resulting in a **[#]**reduction in workflow time for employee-related admin, including payroll administration.
* Implemented latest standards in workstation health and safety leading to a **[#]**  boost in employee comfort and wellbeing metrics as expressed in their monthly Office Vibe survey results.

As this selection of achievements demonstrates, I believe in taking the initiative to improve workflow, well-being and make savings for the entire business. I will bring that same sense of ownership, drive, and passion to the office manager role at **[NAME]**

I’d love the opportunity to meet you to learn more about **[NAME]**  future direction and to discuss how my professional experience will contribute to your success and growth.

Per your request, given my qualifications and achievements, my salary requirement is **[$]** . My salary expectation is flexible depending upon the overall compensation package and additional benefits such as opportunities for advancement.

Sincerely,