**OFFICE MANAGER COVER LETTER**

**[Date]**

**[Hiring Manager’s Name]**

**[Company Address]**

**[Company City, State, xxxxx]**

**[(xxx) xxx-xxxx]**

**[hiring.manager@gmail.com]**

Dear **[Mr./Mrs./Ms.] [Manager’s Name],**

I am writing to express my interest in the Office Manager position that you have posted. I have ten years of experience as an office manager, and I believe that my background would make me an excellent addition to your team at X Inc.

My most recent experience was with WQADG in Chicago, a small advertising agency. I started as a secretary, but after several years I was promoted to office manager. I believe that my knowledge of business operations and ability to motivate people would be an asset to your company.

I have broad-based management experience in both the private and public sectors. In the past decade, my responsibilities at X Inc. include:

Responsible for all aspects of office operations, including human resources, finance, accounting, customer service, maintenance and more.

Managed multiple departments</li><li>Created processes for improvement

Trained new employees

If these skills sound like a good match for your company, please contact me at your convenience so we can schedule a meeting to discuss my qualifications further. Thank you for your time and consideration.

Sincerely,

**[Your Signature]**

**[Your Name]**