**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. My experience of over 20 years in administrative support, management and sales positions has equipped me with a broad range of skills that would be an asset to your company.

I have worked in both the private and public sectors, providing administrative support to a diverse range of clients. My experience has equipped me with strong communication skills, both written and verbal, as well as computer skills. I am comfortable working alone or as part of a team, and can adapt quickly to a fast-paced work environment or a more laid-back one as required.

My key strengths are my ability to handle multiple tasks simultaneously, to meet deadlines efficiently and to work well under pressure. I am highly organized and able to delegate responsibility effectively. I enjoy helping others and get satisfaction from seeing projects completed on time, on budget and according to plan.

I would appreciate the opportunity of meeting you in person to discuss how my skills and experience could be applied at your company.

Sincerely,

**[Your Signature]**

**[Your Name]**