**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 a wide variety of experience in office management, and I believe that I would be an asset to your company.

I have worked in an office environment for the past five years as an administrative assistant. My duties have included organizing and maintaining office files, purchasing supplies, preparing expense reports, answering phones, faxing documents, making copies, scheduling appointments and managing the reception area. I am also skilled in MS Office and enjoy using it for formatting documents as well as creating charts and graphs.

I pride myself on my ability to work well with others and am willing to take on additional responsibilities should they become necessary. It is important to me that my co-workers feel comfortable approaching me with questions or concerns about their workday or work in general. This kind of teamwork is what makes a company successful; it is what makes a team productive and efficient.

My enclosed resume provides more detailed information on my professional achievements and educational background; however, you can contact me by phone or email if you would like further details on my experience or qualifications. Thank you for your time, and I look forward to hearing from you soon.

Sincerely,

**[Your Name]**