**OFFICE MANAGER COVER LETTER**

Dear Mr. Sauer:

As a skilled administrative professional with comprehensive experience coordinating office operations and performing detailed administrative support functions, I am positioned to make a significant contribution to White core as your next Office Manager.

My background encompasses more than 10 years of experience performing HR responsibilities, managing office equipment and communications systems, developing office policies, and coordinating meetings and special events. With my insightful ability to stimulate effective communication and organizational procedures, I excel at managing projects, overseeing phone and filing systems, and providing exceptional service while partnering with all levels of management to support corporate objectives.

Highlights of my experience include:

* Expertly performing a variety of administrative operations, including staff recruitment and onboarding, document processing, database management, billing / invoicing, and scheduling.
* Demonstrating unparalleled dedication to providing outstanding administrative support for fast-paced senior management teams while streamlining operations and achieving organizational success.
* Excelling at balancing multiple tasks within deadline-driven environments while providing top-level organization and communication skills and improving operational systems.
* My skills in staff training, event planning, and general office administration have been finely honed, and I am confident my additional strengths will readily translate to your environment. The chance to offer more insight into my qualifications would be most welcome. Thank you for your consideration; I look forward to speaking with you soon.

Sincerely,

Christina K. Lippert