

Jim Mulligan

Office Assistant

New York, 08/19/2023

Jedlyn Moore
Hiring Manager
[Company Name]
1890 Olive Lane
New York, NY 10008

Dear Ms. Moore,

I am thrilled to express my interest in the position of Office Assistant at [Company Name]. With more than five years of experience, a proven track record of administrative excellence, and a sincere passion for contributing to efficient office operations, I'm confident that my abilities and commitment will help your business succeed.

Throughout my time at [Company Name], I consistently provided top-notch administrative support in a fast-paced office environment. I was able to deftly handle a diverse array of administrative responsibilities, such as arranging meetings, keeping records, responding to business correspondence, and providing outstanding service to the management team. My proficiency in office software, including the Microsoft Office Suite, as well as my exceptional communication skills, allowed me to significantly improve efficiency and boost overall team productivity by 15%.

Your company has always impressed me with its unparalleled reputation and unwavering dedication to maintaining the highest possible professional standards. Therefore, I believe my passion for excellence and the continuous perfection of my skills align seamlessly with your company's values. I am excited about the potential opportunity to contribute to your organization and make a positive impact on your professional performance.

Thank you for taking the time to consider my job application. Please do not hesitate to get in touch with me at any time if you have any questions or require any further information regarding my professional background. It would be a pleasure to have the chance to talk more about the ways in which my experience can help your company improve its performance.

New York, NY

012-987-6540

jim.mulligan@example.com

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expert Sheryl Lindsell Roberts offers practical advice on writing messages guaranteed to get results Drawing on her experience leading writing workshops for Fortune 500 companies Lindsell Roberts walks the reader through a variety of letter writing exercises and shows how a well crafted message can make any writer stand out in the crowd Getting from a blank page or screen to a results oriented message is easy with Lindsell Roberts s proven Six Step Process And numerous tips and reminders help make the central point that a successful message should always focus on what the primary reader needs to know Best of all Strategic Business Letters and E mail is designed to save the user time and effort Specific chapters on such areas as sales and marketing customer relations and personal business offer hundreds of sample letters memos and e mail messages that can be used verbatim or with minimal alteration to fit a particular circumstance Opening this invaluable book is the first step to jump starting effective business communication

Royal Commission on Industrial Training and Technical Education Canada. Royal Commission on Industrial Training and Technical Education,1913 **InfoWorld** ,2001-04-23 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects

... International codification of the rules relating to seamen's articles of agreement International Labour Office,International Labour Organization,1926 **Royal Commission on Industrial Training and Technical Education: part IV** Canada. Royal Commission on Industrial Training and Technical Education,1913 **Setting Up and Financing WFOEs in the PRC** ,1997 *Report of the Commissioners* Canada. Royal Commission on Industrial Training and Technical Education,1913 **The Law Times Reports** ,1899 *California. Court of Appeal (5th Appellate District). Records and Briefs* California (State)., **Law for Printers and Publishers** Brett Mackay Cloutman,Francis William Luck,1929 **California. Court of Appeal (3rd Appellate District). Records and Briefs** California (State)., Number of Exhibits 1 **Truth** ,1925 *History Teacher's Magazine* ,1919 Historical Outlook ,1919

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