

Jim Mulligan

Office Assistant

New York, 08/19/2023

Jocelyn Moore
Billing Manager
[Company Name]
3890 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
012-987-8970
jim.mulligan@example.com

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**United States. National Labor
Relations Board**

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Iran-U.S. Claims Tribunal Reports: Volume 11 M. E. MacGlashan,2018-07-13 The Tribunal concerned principally with the claims of US nationals against Iran is the most important to have sat in over half a century *Decisions and Orders of the National Labor Relations Board* United States. National Labor Relations Board,1980 **Accounting Best Practices** Steven M. Bragg,2013-02-19 ACCOUNTING BEST PRACTICES Seventh Edition Today's accounting staffs are called on to work magic process transactions write reports improve efficiency create new processes all at the lowest possible cost using an ever shrinking proportion of total corporate expenses Sound impossible Not if your staff is using the best practices for accounting Fully updated in a new edition Accounting Best Practices Seventh Edition draws from renowned accounting leader Steven Bragg's extensive experience in successfully developing operating and consulting various accounting departments This invaluable resource has the at your fingertips information you need whether you've been searching for ways to cut costs in your accounting department or just want to offer more services without the added expense The best practices featured in this excellent step by step manual constitute need to know information concerning the most advanced techniques and strategies for increasing productivity reducing costs and monitoring existing accounting systems This new edition boasts over 400 best practices with fifty new to this edition in the areas of taxation finance collections general ledger accounts payable and billing Now featuring a corresponding seven minute podcast for each chapter found on the book's companion website Accounting Best Practices is the perfect do it yourself book for the manager who wants to significantly boost their accounting department *California. Supreme Court. Records and Briefs* California (State)., Number of Exhibits 1_x000D_Court of Appeal Case's B014845 *Reports of Commercial Cases* Great Britain. Commercial Court, Malcolm Martin Macnaghten,Francis Octavius Robinson,Robert Hugh Balloch,1901 **California. Court of Appeal (2nd Appellate District). Records and Briefs** California (State)., **The Business of Graphic Design** Ed Gold,1995 Auth University of Baltimore 24 designers explain their approach to business **Ars Quatuor Coronatorum** ,1929 **Proceedings of the 1986 International Ranchers Roundup** Dwight E. Guynn,Tom R. Troxel,1986 **Time** Briton Hadden,1995 **Market News Letter** ,1922 *Perfumery and Essential Oil Record* ,1920 *Water Works Engineering* ,1930 **Industrial Documentation Handbook** Thomas T. Samaras,1978 Manual providing a guide to documentation and records maintenance techniques for control of business and industrial information presents a systematic approach to document preparation efficiency information retrieval classification methodologies reviewing revising reproduction glossary and microfilming documents considers aspects of cost accounting and includes samples of typical industrial documents Diagrams photographs references and statistical tables **Planning Effective Instruction** Kay M. Price,Karna L. Nelson,2007 Featuring a new organization and expanded discussion of curriculum instruction and management the Third Edition of PLANNING EFFECTIVE INSTRUCTION even more fully equips readers for teaching in ways that meet the needs of all students in today's

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web 5 order of service a hymn may be sung the minister reads the opening sentence minister o lord open thou our lips all and our mouth shall shew forth thy praise minister o god make speed to save us all o lord make haste to help us minister glory be to the father and to the son and to the holy

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web preces the cantor and choir sing the introductory verse lord open thou our lips and our mouth shall shew forth thy praise god make speed to save us lord make haste to help us glory be to the father and to the son and to the holy ghost as it was in the beginning is now and ever shall be world without end amen praise ye the lord

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