

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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**Charles Seiter, Tonya Engst, Barrie A.
Sosinsky**

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Writer's Guide to Book Proposals Anne Hart,2004-04-19 Here is your new author's guide to writing winning book proposals and query letters Learn how to find free media publicity by selling solutions to universal problems The samples and templates of proposals query letters cover letters and press kits will help you launch your proposed book idea in the media long before you find a publisher Use excerpts from your own book proposal's sample chapters as features fillers and columns for publications Share experiences in carefully researched and crafted book proposals and query or cover letters Use these templates and samples to get a handle on universal situations we all go through find alternatives use the results take charge of challenges and solve problems all in your organized and focused book proposals outlines treatments springboards and query or cover letters

The Month's Work Great Britain. Ministry of Labour,1919 *Building Genre Knowledge* Christine Tardy,2009-07-15 Adopting an interdisciplinary perspective BUILDING GENRE KNOWLEDGE provides a unique look into the processes of building genre knowledge while offering a dynamic theory of those processes that is inclusive of both monolingual and multilingual writers a necessary move in today's linguistically diverse classrooms It will therefore be of great interest to researchers and practitioners in both first and second language writing studies

The Month's Work,1919 **The Weekly Notes**,1918 **Playgirl**,1976-12 *Belvidere Distilling Company V. Reconstruction Finance Corporation*,1953 *Printers' Ink*,1906

Army Reorganization United States. Congress. House. Committee on Military Affairs,1919 **Official Journal** League of Nations,1926 Included are the Minutes or Proc's verbal of the Council from its first meeting Paris January 16 1920 to the session the budget for the 3d financial period 1921 in 1920 no 7 1921 no 9 1923 no 1 of each year statements of the Present situations as regards international engagements registered with the Secretariat Saar Basin periodical and other reports and papers reports on the financial reconstruction of Austria and of Hungary and many other reports and papers

Microsoft Office 4.2 Survival Guide for Macintosh Charles Seiter,Tonya Engst,Barrie A. Sosinsky,1995 Featuring information on the most popular integrated package of software Microsoft Office this guide offers comprehensive coverage of Word Excel PowerPoint and Mail It covers the general nature and use of Microsoft Office and details the capabilities and functions of the program so readers have the proper orientation as they begin to learn the programs

The Boy's Own Annual,1915 **The Law Journal Reports**,1914 *Official Organ of the Congo Reform Association* Congo Reform Association,1909 **Publications** League of Nations,1925 *Records of the ... Assembly* League of Nations. Assembly,1925 **Supreme Court**, **Records of the ... Ordinary Session of the Assembly** League of Nations. Assembly,1925 *The South African Law Reports. Appellate Division* Sir Alexander Fraser Russell,Gerard Molyneux Swift,Reginald Craufurd Streeten,F. W. A. Gray,1924 *National Directory of Arts Internships* Christensen Warren,William Barton,2005-08

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