

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

Cover Letter This Week Setup

Judd E. Hollander



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The Complete Guide to Writing Effective Résumé Cover Letters Kimberly Sarmiento, 2009 The companion CD is packed with samples and worksheets to help you brainstorm and create a successful cover letter [Cover Letters For Dummies](#) Joyce Lain Kennedy, 2009-01-06 Cover letters are alive and sell When they re written right that is To stand out in today s sea of qualified job seekers learn to craft riveting new breeds of cover letters create vibrant images online and discover sensational self marketing documents you never imagined This completely revised and updated 3rd Edition of Cover Letters For Dummies brings you all this plus over 200 great new samples by 62 successful professional cover letter resume writers You ve probably suspected that passive and sleepy cover letters merely hugging resumes won t get you where you want to go Especially in a shaky job market The verdict s in Since the last edition of Cover Letters For Dummies blazing fast change in tools technology and how hiring managers come calling and how we invite them to look us over means big dramatic changes in our job messages In this exceptional handbook of contemporary job messages you ll discover fresh ways of thinking about cover letters that captain an entire team of new style job messages [Get Back to Work](#) Melissa Washington, 2014-08-20 Job hunting a phrase that might conjure up bleak images of firing off r sum s into a void only to have to wait and wait and wait blindly for a catch Well it s time to step into today s smart and savvy real world strategies to make your next career move In this cutting edge guide recruiting career and social media expert Melissa Washington kicks the myth of the dreaded job hunt to the curb and shares the most effective current day methods that put the unemployed back into the driver s seat Get Back to Work is a no frills book designed with practical straightforward and innovative tips to keep you ahead of the pack Learn how to effectively use social media to set yourself apart from the crowd Leverage your existing network and how to build a stronger network Find out how to tap into commonly overlooked employment outlets to get a leg up on the competition Whether you re a fresh college graduate a military veteran transitioning back into the workforce or just someone like so many who is between jobs this book lays out the essentials candidly and in a simple step by step fashion to help you maximize your shot at securing your ideal position Now it s all about getting you back to work **BONUS LinkedIn Checklist Looking for Work Checklist Job and Networking Resource list Veteran Resource list** **Resumes and Cover Letters that Have Worked** Anne McKinney, 1996 Model cover letters and resumes cover such fields as aviation communication finance and sales [Job Search Letters For Dummies](#) Joyce Lain Kennedy, 2013-07-02 New style job messages that get you in the door and on your way up From sparkling cover letters to six word bios a fresh bevy of job search letters has grown powerfully useful for successful career communications Job Search Letters For Dummies delivers the quality of New Era know how you need right now to land good jobs and thrive Whether you re a long time professional or a recent college graduate or somewhere in between Job Search Letters For Dummies has you covered Job Search Letters For Dummies covers the gamut of leading edge topics including effective strategies for internal career communications on topics

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need to get your job hunting right This book introduces you to the main themes and ideas of job hunting giving you a knowledge and understanding of the key concepts together with practical and thought provoking exercises Whether you choose to work through it like a 4 week course or dip in and out Job Hunting In 4 Weeks is your fastest route to success Week 1 CVs In A Week Week 2 Searching For Jobs In A Week Week 3 Successful Cover Letters In A Week Week 4 Succeeding At Interviews In A Week ABOUT THE SERIES In A Week books are for managers leaders and business executives who want to succeed at work From negotiating and content marketing to finance and social media the In A Week series covers the business topics that really matter and that will help you make a difference today Written in straightforward English each book is structured as a seven day course so that with just a little work each day you will quickly master the subject In a fast changing world this series enables readers not just to get up to speed but to get ahead

InfoWorld ,2003-07-21 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects

3 Weeks to Startup Tim Berry,2008-10-01 Three weeks Can you really start a business in three weeks Yes you can Tim Berry business planning expert and principal author of Business Plan Pro the country s bestselling business plan software and Sabrina Parsons co founder of Palo Alto Software UK unveil a new more innovative business landscape and show you how to streamline your startup using the fastest resource in the world the internet Eliminate the exhausting time consuming legwork involved in traditional startup plans and instead fast track your business using a wealth of online tools and services Berry and Parsons help you build your business step by step including establishing your business plan making your business legal financing your venture hiring your staff and more using online tools and resources at every stage Discover how easy it is to reach your dream of opening your own business faster than you ever thought possible Let the countdown begin you re just 3 weeks away from opening the doors to your new business

The Everything Get-A-Job Book Dawn Rosenberg McKay,2007-02-12 Whether you re a first time job hunter or an experienced job hopper The Everything Get a Job Book 2nd Edition is your indispensable guide to the ever changing job market This easy to use resource takes you through the necessary steps to find a job you ll love Look inside for information on Writing powerful effective resumes and cover letters Online job search strategies Returning to work after an extended absence Negotiating the best possible salary bonus and benefits package With practical advice on networking creating a polished resume setting goals and handling stressful interview questions The Everything Get a Job Book 2nd Edition will help you stand out from the crowd and land the perfect job

Job Coach-Life Coach-Executive Coach-Branding-Letter & Resume-Writing Service Anne Hart,2005-10-07 Here s how to start your personal service business Develop an icon logo and motto for your coaching clients As a job or career coach an executive coach or a life coach you will be presenting and classifying your client s competencies writing resumes cover letters and creating a wide variety of business correspondence including sales letters news releases and direct mail copy You will be planning events for your clients and their prospective

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understand This book gives you The SCIENCE behind why perimenopause affects you differently The STRATEGIES that actually work for autistic and ADHD brains The MEDICAL GUIDANCE you need to get appropriate treatment The VALIDATION that your struggles are real and survivable The COMMUNITY WISDOM from women who've been through this From understanding what's happening to your brain to navigating the medical system to surviving daily life to planning for emergencies to building sustainable post menopause life this handbook covers everything You will survive this You will get through to the other side This book shows you how

202 Great Cover Letters Michael Betrus, 2008-01-01 Get noticed and get the interview with the right cover letter A great cover letter is the best way to show prospective employers who you are and what you can offer So don't blow it 202 Great Cover Letters delivers a treasure trove of sample cover letters that will get you noticed whether you're applying online or in person No matter what industry you work in you'll find an effective smart cover letter for virtually any position In addition to attention grabbing sample letters 202 Great Cover Letters is packed with vital job search information Smart guidelines for researching a company's needs Handy networking concepts and ideas Valuable tips on contacting recruiters during and after interviews Proven advice for every situation including cold contact and posting on job boards Important keywords top recruiters look for Whether you're just out of college just out of work or just looking for a change of career 202 Great Cover Letters gives you all the samples formats and strategies you need to make that all important first impression

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