

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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A Loxley



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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 is 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 resumes 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 such as raises promotions

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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 employers You ll need to really work a room to find clients as well as niches or jobs for

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The Boy Who Loved Batman Michael E. Uslan, 2011-07-22 The Batman movie producer reveals how his childhood love of comic books became a lifelong passion and dream job in this illustrated memoir Is any superhero cooler than Batman He s a crime fighting vigilante with a tragic past a lawless attitude and a seemingly endless supply of high tech gadgetry In this fully illustrated memoir author Michael Uslan recalls his journey from early childhood fandom through to the decades he spent on a caped crusade of his own to bring Batman to the silver screen as the dark serious character he was at heart Uslan s story traces his path from the wilds of New Jersey to the limelight of Hollywood following his work as Executive Producer on every Batman film from Tim Burton s 1989 re envisioning to 2012 s *The Dark Knight Rises* Through it all he helped to create one of the most successful pop culture franchises of all time Don t miss this spellbinding tale of one man who saw what Batman was and realized what he could become Stan Lee [Administrative Notes](#) ,1997 *The AuDHD Perimenopause Handbook* Erika Aubrey Holmes, I thought I was losing my mind That s what every autistic and ADHD woman says about perimenopause The brain fog is so severe you can t complete basic tasks The sensory overload makes leaving your house unbearable The executive dysfunction means nothing gets done Your emotions are completely out of control And everyone tells you it s just menopause take deep breaths and power through But you can t power through Because this isn t just menopause When you have autism ADHD or both perimenopause doesn t just cause hot flashes and mood swings It dismantles the coping mechanisms you ve built your entire life It intensifies every autistic trait and ADHD symptom It makes existing disabilities significantly worse And almost nobody talks about it Until now *The AuDHD Perimenopause Handbook* is the first comprehensive guide written specifically for neurodivergent women navigating this brutal transition No more generic advice that doesn t work for your brain No more doctors who don t understand the interaction between hormones and neurodevelopment No more feeling alone in an experience nobody else seems to understand This book gives you The SCIENCE behind why perimenopause affects you differently The STRATEGIES that actually work for autistic and ADHD

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