

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

012-987-6570

jim.mulligan@example.com

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Michael Hoelscher



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The 60 Second Sale David V. Lorenzo, 2018-07-18 Every sale is made or lost in 60 seconds make them count Cold calling and pushing your way into an office or a living room creates an atmosphere of adversity and distrust you must overcome before you close the deal With those tired tactics you re swimming upstream against a strong current with a bag of rocks tied to your waist Sales has changed Legacy sales gimmicks destroy relationships right from the first minute The 60 Second Sale is a turnkey system for building profitable lifelong relationships Whether you work with affluent consumers or sell to senior executives in FORTUNE 500 companies this step by step guide will help you open doors close deals and make more money in a way that leverages your natural strengths That s the magnificence of the 60 second sale system You get to be yourself and build your business In this book you will discover How to start a sales conversation in 60 seconds Who to target for immediate income A powerful yet easy to use system to generate relationship revenue Five ways to initiate new relationships What to say to make sure your business meetings result in money in the bank The secret to getting a yes every time even in the most competitive sales environment The winning mindset that removes the stress uncertainty and fear from income generation And so many other effective business growth strategies your competition won t know what hit them Business relationships are built one minute at a time From introduction to closing every 60 seconds you have an opportunity to strengthen your relationship or destroy it Isn t it time you started leveraging your expertise demonstrating your value and building trust with your clients When you do they buy into who you are and how you can help them right from the first minute The 60 Second Sale is a fail proof system for succeeding in today s relationship focused sales environment

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