

OFFICE ASSISTANT COVER LETTER

Cake
Resume

Letterhead		Ann Chen 123-456-7890 annchen@gmail.com https://www.linkedin.com/in/annchen
		August 8, 2022
Salutation		Mark Chuang Senior Manager XXX Corporation 123 Street, CA 90008
		<i>Dear Mr. Chuang,</i>
Content		I am writing this letter to apply for the office administrator position at XXX Corporation. I graduated from Harvard University with a Bachelor's degree in Business. During my time in college, I worked as the secretary for the student government and had experience in managing all the organization's important documents and keeping records of all the files. I coordinated with 10 student clubs and helped bring 20 student life issues to the school within one school year.
		I have long been familiar with most of your products. This allows me to better coordinate with different departments to bring them to life. I am confident that I can therefore properly set up everything and communicate effectively.
Closing		Thank you for taking the time to review my application. I look forward to hearing back from you and further discussing my skills and qualifications.
Sign-off		<i>Sincerely,</i> <i>Ann Chen</i>

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M Mosston

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