OFFICE ASSISTANT COVER LETTER



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Letterhead

August 8, 2022

Mark Chuang Senior Manager XXX Corporation

123 Street, CA 90008

Salutation

Dear Mr. Chuang.

Content

I am writing this letter to apply for the office administrator position a tXXX 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

Sincerely, Ann Chen

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