

# Office Manager Cover Letter Sample 1

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**Charlotte Rennerson**

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418-777-3654

**Mr. Jonathan Gardner**

**Rhodes Heating and Air Conditioning**

4896 Riverside Avenue, Chicago Illinois, 90010

Dear Mr. Gardner,

I am writing in order to apply for the open position of office manager, which was advertised on your company's "Careers" website. I understand that you are looking for an experienced office manager to help oversee the daily operations in your office. Since I have four years of office management experience, and a bachelor of science degree in business administration, I fully believe that I am capable of fulfilling the job position in a way that will be professionally rewarding to both of us.

Presently, I am involved in the management, scheduling, and coordination of office functions, meetings, and activities for an office with a staff of 13 people. Of these 13 staff members, I am responsible for overseeing, supervising, and evaluating the job performance of eight of them. When decisions need to be made regarding the hiring and firing processes of our administrative support staff, I am the person who makes these decisions. I also review, track, and evaluate daily sales reports, monthly sales summaries, and expense reports.

While working in my current position, I have been responsible for streamlining many of our procedures, in order to reduce downtime and increase productivity. Examples include our payroll, time off requests, and our attendance bonus policy. I have also initiated an automation policy for as many of the office's aspects as I can, which has greatly increased our productivity rates. Also, I have consolidated our review policy for the administrative staff, in order to reduce loss of manpower during the busiest times of our operation.

Working as an office manager at my current place of employment has allowed me to prove my administrative skills through conducting performance evaluations, approving formal requisitions, and maintaining records. I've also demonstrated my analytical skills in several key areas. I've been able to identify inefficiencies, and use my problem-solving skills in order to come up with a solution. This particular skill set makes me a benefit to potential employers.

I have enclosed my resume for your consideration, as it further demonstrates my many years of experience working in an office. With multiple years of experience in an office manager position, I believe that I am the right candidate for the job. I can be reached by email and phone, and I can arrange time for a Skype interview.

Sincerely,  
Charlotte Rennerson