

Office Manager Cover Letter Sample 2

Tyler Todd

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785-632-5695

Mrs. Elizabeth Allen

Stewart Travel and Vacation Lodge

422 Creek Drive, Rockville, Maryland, 53365

Dear Mrs. Allen,

Your recent ad in *The Rockville Gazette* made it apparent that you are seeking an experienced office manager to fill the open position at your company. With a bachelor of science in business management from Rockville College, and eight years of being an office manager behind me, I believe that I am qualified for this position. Prior to becoming an office manager, I worked in a multitude of office jobs. Although my resume goes over these qualifications, I would like to take this opportunity to further delve into my skills and achievements.

In my current capacity at Quality Functions here in Rockville, I perform basic accounting activities, such as wire transfers and cash reconciliations. I answer approximately 50 phone calls a day, while also remaining up to date with the daily, weekly, and monthly reports that must be regularly reviewed and analyzed. Any activity that requires administrative or operational attention comes by my desk first, before it is passed on to my employers.

One of my greatest achievements has been the effort to make our office a paperless environment. We have switched our contracts and inventory procedures entirely to online capabilities, and this has saved our office approximately \$26,000 per year in operation costs. I've also reduced our operation budget by 25%, by looking at the supply lists, and finding new ways to save money and implement cost-saving measures for the products that we need in order to run our office.

In order to perform my job as an office manager, I learned all about spreadsheet creation. I am also a master of event planning and meeting management. Although we have a separate accounts payable/receivable department, I often coordinate and assist their department. Team-building, supervision, and staff development are all skills I pride myself in as an office manager.

I am incredibly grateful for the opportunity to apply for this position. Having examined your ad, I feel that my experience and skill set are a good match for your company. With my dedication to an organized office environment, my employment will help increase your company's productivity, and eliminate its downtime.

Sincerely,
Tyler Todd