Date

Name

Job Title/Specialty

City, ST Zip

Phone

Hiring Manager Name

Company Name

City, ST

Dear (Hiring Manager’s Name- try not to put “Hiring Manager”):

It is with great pleasure that I present my qualifications for the Position title position at Company Name for your consideration. With an Education, Specializations, I offer…

*The key reason why you should consider me a top candidate*: A proven record of excellent customer service, records management, and quality results. –Use key words that fit the job description

My qualifications include: Input 5-7 major qualifications based on the job description.

* 10 years experience in office administration and customer service
* 7 years of teaching and training in Office Administration and Operations
* Advanced education in records management and office systems technology
* Excellent writing, editing, speaking, and presentation skills
* Strong understanding of evaluation, assessment, and reporting
* Planning and Operations skills developed through education and experience

As a qualified and interested candidate I have an established history of both the experience and education that will make me an asset to your company. Input an example of how you have improved something/added something at a previous employer that would be relevant to the job for which you are applying.

I am eager to bring my experience to Company Name. I have a history of providing excellent key skill while maintaining high company standards. I would love to add my skills to this team. I can be reached at phone or email to discuss this opportunity further. I will also reach out to you on LinkedIn to connect so that you can review my qualifications further.

Sincerely,

Your Name

Phone

Email

LinkedIn URL