

# JESSICA MILLER

Office Assistant  
123 Main Street,  
Springfield, IL 09876  
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(123) 456-7890

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**Marilyn Smith**  
Office Manager  
Brooks Design  
(987) 654-3210  
msmith@brooksdesign.com

Dear Ms. Smith,

Managing and processing payroll for 120 employees at my current position while providing administrative support and coordinating daily operations has prepared me for a role in a busy office environment. I hope to bring my level of success with me to Brooks Design as an office assistant.

With my 12 years of administrative experience, I feel that I am a great fit for the administrative team at Brooks Design. I am drawn to your company's reputation for excellence and room for growth.

My past accomplishments illustrate how I can contribute to your company in the future:

- Streamlined administrative processes to improve accuracy and efficiency.
- Used Microsoft Office Suite, including Word, Excel, and Outlook, to maintain detailed records, generate reports, and coordinate meetings for staff.
- Led the smooth transition to move from paper invoices to QuickBooks software.

I'd like to set up an interview to discuss further how my experience and skills can benefit your company, and I am available to talk at your convenience.

Best Regards,

*(Insert Signature Here)*

**JESSICA MILLER**

P.S. I'd love to tell you why I received a special award for my work ethic for three years in a row!