

# Patricia Martinez

example@myemail.com

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456 My Street, San  
Diego, CA 76543.

Landon Barber  
Wood PLC  
123 Your Street,  
Houston, TX 12345  
(123) 456-7890  
example@youremail.com

[month, day, year]

Dear Mr. Barber,

Streamlining the employee onboarding process to increase completion speed by 70% was my most significant achievement in 2020. I believe that I can offer the same initiative and excellent problem-solving skills as an office assistant at Wood PLC.

As a driven individual who thrives in a fast-paced working environment, I would relish the challenge of providing high-quality administrative support for multiple offices at Wood PLC. My recent accomplishments demonstrate that I have the strategic skills and drive to excel in such a role. These include:

- Receiving recognition as Employee of the Month in January for independently managing a large project load and meeting 100% of deadlines.
- Leading a small team to overhaul the office scheduling system, reducing booking errors by 56%.
- Training five new administrative team members to use Microsoft Office software proficiently.

I hope to further explain how my excellent organizational skills and flexible working style make me the ideal candidate. Please get in touch to schedule an interview.

Sincerely,

Patricia Martinez

P.S. I would love to tell you why my manager nominated me for an OfficeNinjas All-Star Award last year!