

Moses Abimbola

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456 My Street, San Diego, CA 76543

Katie Tang
Thrasio
123 Your Street,
Houston, TX 12345
(123) 456-7890
example@youremail.com

[month, day, year]

Dear Ms. Tang,

Negotiating an office supplies contract that slashed costs by 43% was my proudest achievement last year. I am excited to apply my excellent organizational skills and strategic budget management ability to the role of office manager at Thrasio.

As an ambitious individual motivated by playing a part in building thriving businesses, the opportunity to join a fast-growing company like Thrasio is compelling to me. I know that you are seeking a self-starter with a proven talent for problem-solving, and I believe that the following accomplishments show my suitability:

- Spearheading the office staff training initiative, providing ongoing professional development sessions and successfully onboarding three new hires in 2020
- Streamlining the appointment booking system to reduce errors by 89% in a single year
- Receiving glowing praise during my annual performance review for my exceptional efficiency and leadership skills

I am looking forward to setting up a meeting to explore how my abilities and innovative approach can benefit Thrasio in 2021. I am available to attend an interview at your convenience.

Sincerely,

Moses Abimbola

P.S. I am excited to tell you why I was recognized as Manager of the Year at my company in 2019.