

Michelle Wilson

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456 My Street, San Diego, CA 76543

Andrea Collins

Aspen, Inc.

123 Your Street,

Houston, TX 12345

(123) 456-7890

example@youremail.com

[month, day, year]

Dear Ms. Collins,

Supervising a team of 14 employees while handling the demands of a busy office and maintaining high levels of efficiency are some of my greatest achievements in my administrative career. I would like to bring that same level of commitment to Aspen, Inc. as an Office Manager.

After obtaining over seven years of office management experience, I am excited to contribute to Aspen, Inc.'s reputation for quality and commitment to growth. Some examples of my past successes include:

- Maintained a yearly budget of \$90,000 to manage office requirements such as ordering supplies, equipment maintenance, and service contracts.
- Recommended cost-saving measures for service contracts to save an average of 10% per year.
- Created and implemented efficiency enhancements to improve the workflow of the front office staff.

I would love to set up a time to discuss further how my skills and abilities can benefit your company. Please feel free to contact me with a time that works best for you.

Best Regards,

Michelle Wilson

P.S. I'd love to tell you about the time I improved performance feedback methods for my staff and boosted employee morale.