**Patricia Davis**

**🖂 Street Address, New York, NY 55900 🕿 123-456-7890 🖂** **[Email Address]**

**Today’s date**

Mr. Jeffery Coleman, HR director

ABC Company

Address, City, State, zip

**Re: Assistant Manager Position**

Dear Sir,

My local job bulletin listed your bank/hotel/restaurant/store as searching for an assistant manager.

I am pleased to refer you to my attached resume for an account of my job experience in this industry. My communication abilities, multi-tasking skills, and work ethics will enable my functioning as a pivotal link in the hierarchy of the senior management, administrative employees, and subordinates.   
I perform work responsibly and professionally, and am eager to be of service.

Key responsibilities at my current place of employment are:

* Assisting the manager in training employees.
* Developing business plans.
* Resolving customer complaints.
* Monitoring our company’s operations.
* Documenting and presenting reports to management.
* And conducting workshops to increase productivity.

I have experience directing the day to day operations of the staff and taking responsibility for managing department activities.

I function as the “go-to” person for superiors and subordinates alike and would be proud to use my skills in the service of your company.

Please let me know if this coming week will be a convenient time to schedule an interview.

Thank you for your consideration.

Sincerely,

**Patricia Davis**

**Enclosure: Resume**