***Raymond Green***

**[Street Address] New York, NY 55900 ⬩ H:555-555-55555 M: 987-54-3211 ⬩ [Email Address]**

**Today’s date**

Ms. Belle Schwartz

LLL Company

Address, City, State, zip

Re: Office Manager Position

Dear Ms. Schwartz,

I am extremely interested in the position of office manager in the LLL Company as publicized in the recent Gazette.

For more than eight years I have been running a busy office with accuracy, attention to deadlines, and a conscious striving for teamwork and respect for all employees. I am very familiar with MS Office software and office machinery such as copying machines, fax machines, and scanners. My ability to multi-task and organize work flow have made our office a model of relaxed efficiency and resulted in satisfied clients. Please see my attached resume for employment details.

In addition to designing the filing system of a medical office, prior to my current job, and creating the procedures through with patient records were maintained and accessed, I assigned work fairly to the other employees and supervised compliance with safety and legal regulations.

The office budget was my responsibility, as were the records of personnel, warranties of office machines, and arranging vacation schedules for all employees.

I would be pleased to discuss with you in person the possibility of my using my skills and talents for the benefit of the LLL Company. I can be reached at 987-54-3211.

Thank you in advance.

Sincerely,

**Raymond Green**

**Enclosure: Resume**