**Ellie Mitchell**

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June 12, 2017

Hiring Manager’s Name

7 Tempest Blvd.

Dallas, Texas, 75202

(xxx)xxx-xxxx

hiring.manager@gmail.com

Dear [Hiring Manager’s Name],

My name is Ellie, and I noticed your job posting on LinkedIn last week. I’ve been working as an office manager for more than 3 years, and I love this line of work. I particularly enjoy being a key cog in the bustling enterprise of an office. Your company is unique to the industry and is growing every day. I would love to be a part of its growth and contribute to its future success.

One of the things that helps an office manager succeed is the ability to stay calm under pressure. In an office, things go wrong all the time. It is the responsibility of the office manager to keep things running smoothly. When things go awry, there is no time for panic – work still must get done. I am capable of dealing with the pressure and performing any task thrown at me. I love a challenge, and relish the opportunity to learn from these situations.

[TARGET COMPANY] was recently featured in Business Insider’s list of the 25 Hottest Under the Radar Startups in America. [TARGET COMPANY] is going places, and I want to help it get there. My skills and experience, coupled with my ability to thrive under pressure, make me a great fit for a growing company that faces new challenges regularly like [TARGET COMPANY].

I would be thrilled to meet in person for a face-to-face interview. I am available any time, Monday to Friday, and can be reached at [PHONE] and [EMAIL]. Thank you for your consideration, and I look forward to hearing from you soon.

Sincerely,

Ellie Mitchell

**[OFFICE MANAGER COVER LETTER]**