

---

# Helen Maynard

166 Some Made Up Street - Birmingham - B1 1AA

T: 0870 061 0121 - E: info@dayjob.com

---

Trevor Brookes  
Hiring Manager  
Dayjob Ltd  
120 Vyse Street  
Birmingham  
B18 6NF

30<sup>th</sup> March 2012

Dear Mr Brookes

I am an experienced, qualified and results driven individual who would be an excellent choice for your Office Managers vacancy.

As someone who is accustomed to working in a high-pressure environment where accuracy and attention to detail are essential, I firmly believe that I would not only meet but indeed exceed your expectations. I possess a high degree of professionalism, maturity, loyalty, confidentiality and the ability to communicate effectively at all levels. I pride myself on my ability to deal with pressure and multi-task with a positive and flexible attitude, and on top of all of this I have extensive knowledge of administrative policies, systems and procedures.

I am someone you can count on, who is confident in her ability to lead a team, and who is capable of making sure your office will run smoothly and efficiently.

With over five years experience as an Office Manager I am able to develop and implement new administrative systems, carry out staff appraisals, manage performance and discipline staff. In my present role apart from attending to all the companies administrative needs, I am also responsible for monitoring the incoming and outgoing communications, and also setting departmental objectives, work schedules, budgets, policies, and procedures.

I am an enthusiastic individual with a positive attitude and excellent work ethic, who is comfortable in any position of responsibility. Joining your company will help me to get closer to my long term career goals, and I am very confident that I would fit in very easily into your existing setup.

I sincerely hope that you will contact me in the near future to arrange an interview where we will be able to discuss my application further.

Yours sincerely

Helen Maynard

---

**Copyright information - Please read**

© This Office Manager [cover letter example](#) is the copyright of Dayjob Ltd 2012. Job seekers may download and use this particular Office Manager cover letter example for their own personal use to help them write their own one. You are also most welcome to link to any page on our site [www.dayjob.com](http://www.dayjob.com). However this cover letter must not be distributed or made available on other websites without our prior permission. For any questions relating to the use of this cover letter template please email: [info@dayjob.com](mailto:info@dayjob.com).