**Office Administrator Cover Letter Sample**

Cody Fredrickson

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Dear Hiring Manager,

I'm pleased to be applying for the Office Administrator position at Crane & Jenkins, and I look forward to hearing from you soon. I excel at meeting deadlines, always exceeding expectations and working with a wide variety of people. I enjoy working in an office environment and the challenge of meeting business goals. My long-term career goals are to work as an Office Administrator, and I believe this position is an excellent chance for me to showcase my unique skill set.

During my previous role at Cloud Clearwater, I played an integral part in administrative support for five senior-level executives and coordinated various schedules and meetings. I also worked on many different special projects, which resulted in a 20% productivity increase for the entire office compared to the previous year. I have almost 10 years of experience working in an office.

Maintaining a high level of professionalism is always a top priority, and I believe every employee is valuable and should be treated with respect. I graduated with a four-year degree from Northwest Vermont University in Business Management, and I finished in the top 5% of my graduating class. I believe the combination of my education and prior work history gives me an excellent chance to succeed at Crane & Jenkins.

Thank you for taking the time to review and consider my job application. I can't wait to learn more details regarding the Office Administrator position at Crane & Jenkins, and I hope to hear from you soon. I believe that I am highly qualified for this position and can be a valuable employee at Crane & Jenkins. Please let me know if you have any questions.

Sincerely,

Cody Fredrickson