

# ROXANNA MOORE

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Dallas, 2021-04-19

Kimberly Barnes  
HR Manager  
Yahili  
3282 Stoney Lane  
Dallas, TX 75240

Dear Ms. Barnes,

I would like to express my sincere interest in the office coordinator position you have available. As an accomplished and enthusiastic professional with 3+ years of experience maintaining a workspace that promotes productivity, inclusivity, and creativity, I strongly believe that my skills and experience will allow me to contribute toward the success of your company.

My background includes providing excellent professional administrative and clerical service to colleagues and supervisors, and top-notch customer service to external and internal customers.

Some of my key responsibilities and accomplishments as office coordinator include:

Processed bi-weekly payroll for 80 employees, including labor reports and vacation and sick time requests.

Interviewed, hired, and trained 25 new employees.

Answered and maintained 6 phone lines and responded to emails with excellent customer service while ensuring clear and prompt communication among all constituents.

Maintained a 97% customer satisfaction rate.

Received the 2019 Office Coordinator Award of Excellence.

I am confident that my proven success in creating a welcoming office environment and handling all administrative tasks with accuracy and a commitment to quality will contribute immensely to your company's success.

Could we schedule an appointment to discuss how I can help your company reach its productivity, cost management, and efficiency goals?

Kind regards,  
Roxanna Moore

## Cover Letter This Month Returns

**JE Gale**

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**United States Official Postal Guide** United States. Post Office Department,1899      *Regulations for the medical Department of her majesty's army. [2 eds.]. [Continued as] Regulations for the medical services of the army 1889(2)- . [With] Amendments* War office,1894      **Poet's Market '97** Christine Martin,1996-09-15 This directory helps poets match rhyme to reason when marketing their work In it they will find 1 700 up to date listings more than 300 new ones of book and magazine publishers seeking poetry contests and awards grants awarded by the U S and Canadian arts councils conferences workshops and writers colonies and pertinent organizations and publications Illustrations      *Supplementary Despatches, Correspondence, and Memoranda of Field Marshal Arthur Duke of Wellington ... Arthur Wellesley "of" Wellington,1871 Appendix to the Journals of the House of Representatives of New Zealand ,1875      **TAX MANAGEMENT PORTFOLIOS ,2004 Abstract of the Proceedings of the Sanitary Commissioner with the Government of India, During the Year... ,1873 Michigan Monthly Bulletin of Vital Statistics ,1899      *Illinois Libraries ,1946* Includes proceedings of the Illinois Library Association      **Iowa Package X.** Iowa. Department of Revenue & Finance,1997      *Parliamentary Papers Great Britain. Parliament. House of Commons,1968 Justice of the Peace and Local Government Review ,1907 Report of the Auditor-General on Appropriation Accounts* Canada. Office of the Auditor General,1889      **Group Psychotherapy, Psychodrama & Sociometry ,1976 Book-keeping and Accounting** Sir Mark Webster Jenkinson,1910***

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