

# Jim Mulligan

## Office Assistant

New York, 08/19/2023

Jocelyn Moore  
Billing Manager  
[Company Name]  
3890 Olive Lane  
New York, NY 10008

Dear Ms. Moore,

I am thrilled to express my interest in the position of Office Assistant at [Company Name]. With more than five years of experience, a proven track record of administrative excellence, and a sincere passion for contributing to efficient office operations, I'm confident that my abilities and commitment will help your business succeed.

Throughout my time at [Company Name], I consistently provided top-notch administrative support in a fast-paced office environment. I was able to deftly handle a diverse array of administrative responsibilities, such as arranging meetings, keeping records, responding to business correspondence, and providing outstanding service to the management team. My proficiency in office software, including the Microsoft Office Suite, as well as my exceptional communication skills, allowed me to significantly improve efficiency and boost overall team productivity by 15%.

Your company has always impressed me with its unparalleled reputation and unwavering dedication to maintaining the highest possible professional standards. Therefore, I believe my passion for excellence and the continuous perfection of my skills align seamlessly with your company's values. I am excited about the potential opportunity to contribute to your organization and make a positive impact on your professional performance.

Thank you for taking the time to consider my job application. Please do not hesitate to get in touch with me at any time if you have any questions or require any further information regarding my professional background. It would be a pleasure to have the chance to talk more about the ways in which my experience can help your company improve its performance.

New York, NY

012-987-8970  
jim.mulligan@example.com

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**J. Michael Farr, Laurence Shatkin**

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letters for every situation Whether you're a graduating student or a senior executive you'll find cover letter samples that can be easily customized to match your needs including letters for positions in *Killer Cover Letters and Resumes*, 2008

**Life Is a Sales Job** Shirley Thom, 2017-02-22 Shirley Thom a stay at home mom suddenly became a single parent at age thirty one To provide for her two daughters ages five and eight she needed a job While working at a radio station Shirley moved from a support position to a career in sales This enabled her to work on her own terms while earning the income that would allow her to fulfill her dreams The radio station and subsequent employers and clients also reaped benefits from Shirleys move into sales Over the years shes delivered more than 150 million to those who have employed her skills In this guidebook to succeeding in sales you'll learn how to convince a company to give you a chance to work as a salesperson respond to the word no in order to get to a positive outcome and combine preparation with timing and opportunity to accomplish your goals You'll also find out what it takes to be a successful salesperson and what questions to ask to determine if the field is right for you For instance if you aren't comfortable working on commission and want a steady salary then you may not be cut out for a career in sales Join the author as she shares her personal story about how succeeding in sales has allowed her to live her dreams and why *Life Is a Sales Job* Futures for the Class of ..., **Résumés, Cover Letters,**

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Martin Yate, 2000-10-01 This updated fourth edition has the final word on not just how to write a correct cover letter but how to write one that offers a powerful competitive advantage in today's tough job market *Today's Hot Job Targets* J. Michael Farr, Laurence Shatkin, 2007 This speedy little book zeroes in on the 100 careers with the very best growth and openings plus lists the metropolitan areas with red hot hiring It also describes high growth high demand fields and industries Readers can quickly match themselves to a hot career based on their personality type often called the Holland codes and get proven tips for finding a hot job fast The book also gives guidance on obtaining training and education for in demand jobs **How to**

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