

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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Resumes and Cover Letters that Have Worked Anne McKinney,1996 Model cover letters and resumes cover such fields as aviation communication finance and sales [Setting Up Joint Ventures in China](#) Chris Devonshire-Ellis,Andy Scott,Sam Woppard,2011-07-15 This brand new guide book is a comprehensive overview of establishing joint ventures in China It details all applicable decision making processes such as assessing your potential partner choosing the relevant JV structure conducting legal and financial due diligence The guide contains complete JV contract and articles of association as well as an overview of JV law details negotiation issues land use rights IP Protection and technology transfer in addition to tips on staff hiring and HR It also describes the tax and audit responsibilities in addition to buying out a JV partner and liquidations It is a concise detailed yet pragmatic guide of use to anyone considering or owning a JV in China **Writing Resumes and Cover Letters For Dummies - Australia / NZ** Amanda McCarthy,Kate Southam,2015-05-04 Practical tricks for standing out from the crowd and getting the job you want in the Australian and New Zealand market Applying for jobs in today s tight job market can seem like an overwhelming process Competition is fierce and employers expect more than ever before from job applicants With unemployment and redundancies rising it s simply not a good time to be looking So how do make yourself stand out Writing Resumes and Cover Letters For Dummies Second Australian New Zealand Edition shows you how to catch a recruiter s attention Presenting a wealth of sample resumes and cover letters this handy easy to use guide shows you how to write a killer cover letter format your resume for online use use social networking to your advantage and tailor your resume and cover letters for specific positions and companies Designed specifically for job hunters in Australia and New Zealand Offers practical tips and advice on crafting a great resume and a perfect cover letter for any kind of position Includes advice on addressing government selection criteria Features ten ways to turn off a recruiter and ten tips for the perfect presentation No matter how tough the job market is a great resume and cover letter combination will help you get the attention you deserve Writing Resumes and Cover Letters For Dummies gives you all the tools and tips you need to get noticed and get your dream job **Cover Letter Almanac W/Disk** Adams Media,1997-01-01 Based on professionally written cover letters that have actually landed jobs the Adams Cover Letter Almanac contains 600 sample 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 **The Perfect Cover Letter** Richard H. Beatty,1997 A well designed cover letter can prove to be a more powerful selling tool than a CV showcasing your thinking abilities writing skills and personality traits in ways that an employer cannot detect from the more rigid CV **Strategic Business Letters and E-mail** Sheryl Lindsell-Roberts,2004 E mail and computer keyboards may have replaced dictation and typewriters in the business world but the importance of clear and effective written communication has never been greater In her all new book business writing expert Sheryl Lindsell Roberts offers practical advice on writing messages guaranteed to get results

Drawing on her experience leading writing workshops for Fortune 500 companies Lindsell Roberts walks the reader through a variety of letter writing exercises and shows how a well crafted message can make any writer stand out in the crowd Getting from a blank page or screen to a results oriented message is easy with Lindsell Roberts s proven Six Step Process And numerous tips and reminders help make the central point that a successful message should always focus on what the primary reader needs to know Best of all Strategic Business Letters and E mail is designed to save the user time and effort Specific chapters on such areas as sales and marketing customer relations and personal business offer hundreds of sample letters memos and e mail messages that can be used verbatim or with minimal alteration to fit a particular circumstance Opening this invaluable book is the first step to jump starting effective business communication *Killer Cover Letters and Resumes* ,2008

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No. 53 of 1957 International Labour Office,1959 Project report commenting on social security legislation in Libyan Arab Jamahiriya with particular reference to bringing into operation law no 53 of 1957 covers financial aspects and administrative aspects of social protection measures incl In respect of health services unemployment benefit pension schemes employment accident benefits etc and includes recommendations in respect thereof

Report on the Establishment and Progress of

Joint Industrial Councils Set Up in Accordance with the Recommendations of the Committee on Relations

Between Employers and Employed Great Britain. Ministry of Labour,1923 *Winning Résumés for Computer Personnel* Anne Hart,1998 Updated to reflect the computer industry s constantly changing job market this guidebook presents 53 model resumes for computer personnel All can be easily adapted to the individual job hunter s needs They apply to specialties within the industry such as programmers CAD specialists software designers and many others The book also includes updated information on job hunting via the Internet *The National Guardsman* ,1976

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- Chapter 2: Essential Elements of Cover Letter Deal Setup
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- Chapter 5: Conclusion

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