

Haiei Zhang

OFFICE MANAGER

State your career goals and show how they align with the job description you're targeting. Be brief and keep it from sounding generic. Be yourself.

chanchals@example.com

123456789

4567 Main Street, City, ST 98052

HIRING MANAGER

Kramer-Correia
Construction
123 Avenue A
Metropolis, ST 54321

Dear Hailey Clark,

I am excited to apply for the office manager position at Kramer-Correia Construction. Although I do not have direct experience in the construction industry, I believe my skills in office management, organization, and communication will be highly valuable to your team.

My experience in managing office operations, coordinating schedules, and overseeing administrative tasks will help ensure that your projects run smoothly and efficiently. Additionally, my ability to work well under pressure and to multitask effectively will enable me to handle the demands of a fast-paced construction environment.

Thank you for considering my application. I look forward to discussing my qualifications with you further.

Sincerely,
Haiei Zhang
