

Dear Sir/Madam

First, I would like to thank you for taking the time to read my letter and resume.

I would like to apply for the Office Manager vacancy advertised on your website. I believe that my skills, experience, and motivation would be a particularly good fit for the role.

I have extensive experience in administrative roles and consider myself to have excellent organisational and communication skills. Having spent four years working in a school setting as a teaching assistant, I have a good understanding of the school environment and I have worked with children and adults from many cultures and social backgrounds. I Believe that confidentiality, integrity and sensitivity are important values in the environment.

Having spent the last three years at home looking after my children (who also attend an international school in Haarlem) I am ready for a new challenge and to broaden my range of work. I truly believe my purpose is to help others. A flexible and initiative-taking person, who can deal with the pressure.

Please let me know if you would like to have a call or if you need any more information in support of my application.

Once again, thank you for your time and I hope we can be in touch soon.

Yours sincerely,

Sara Latto