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| Chanchal Sharma | 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. | | |
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| chanchals@example.com | (718) 555–0100 | 4567 Main Street, City, ST 98052 |
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| 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,  Chanchal Sharma | | |