

EMAIL COVER LETTER

Subject: Office Assistant Position - Mary Bloggs

Dear Hiring Manager,

I would like to express my interest in the office assistant position.

I am experienced in appointment scheduling, client facing communication and office management. I have worked with a number of different phone systems and pride myself on my communication skills, both in person and over the phone.

I am fully trained in MS Word, Excel and DocuSign. A recent project involved me training the administrative staff at a busy Legal firm on the Office suite.

I welcome the opportunity to speak with you about this position and how my experience could help [company name] achieve its goals.

I have attached my resume to this email and will follow up with a call in the next week to see if we can arrange a time to speak together.

Thank you for your time and consideration.

Sincerely,

Ms Mary Bloggs

1234 Main Street
Anytown , Ireland
087 -123456
no_reply@example.com