

Resumagic.com: Cover Letter in Response to a Classified Ad

Advertisement: "**Office Manager:** Immediate need for an office manager with 5 or more years experience. Will supervise small staff, manage human resource functions, insure compliance with legal and regulatory agencies, provide administrative support to operations manager, complete expense reports, supervise AP/AR clerical staff, provide monthly status reports to finance and operations management. Proficient in Access, QuickBooks, MS Excel, PowerPoint, and MS Word."

Jane Smith

1111 First Street • Anytown, ST 00000 • 123-456-7890 • jane_smith@email.com

September 21, 2001

Ms. Sally Jones
Director of Human Resources
123 East Fifth Street, Room 3-D
Anytown, ST 12345

Dear Ms. Jones:

I am very interested in the office manager position advertised in last Sunday's Name of Paper as believe that my background and qualifications are just what you're looking for. Highlights of my experience are as follows --

Human resource management. For the past eight years I have managed a 10-member staff as head of the HR department for Acme Industries, including supervising the clerical staff in charge of AP / AR.

Regulatory and report compliance. I have expert knowledge of all laws and regulatory agencies affecting human resource management with a proven record of compliance. In my present position, I am responsible for completing all reports, including expense reports, financial-related reports, and monthly reports to management.

Computer skills. I am proficient in the use of Access, QuickBooks, Excel, PowerPoint, and Word. I use all of these applications on a daily or weekly basis.

I have enclosed a copy of my résumé, which gives you more specific information as to my background and accomplishments. I look forward to meeting with you in person to discuss my qualifications. I will give you a call in a few weeks to see if there is any other question I can possibly answer.

Many thanks for your time and consideration.

Sincerely,

Jane Smith

Jane Smith

enclosure