

Moses Abimbola

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March 11, 2024

Katie Tang

Senior Hiring Manager

Thrasio

(901) 234-5678

k.tang@youreemail.com

Dear Ms. Tang,

My proudest achievement last year was negotiating an office supplies contract that slashed costs by 43%. I am excited to apply my excellent organizational skills and strategic budget management ability to the role of office manager at Thrasio.

As an ambitious individual motivated by playing a part in building thriving businesses, the opportunity to join a fast-growing company like Thrasio is compelling. You are seeking a self-starter with a proven talent for finding novel solutions, and the following accomplishments show my suitability:

- Spearheading the office staff training initiative, providing ongoing professional development sessions, and successfully onboarding three new hires in 2020
- Streamlining the appointment booking system to reduce errors by 89% in a single year
- Receiving high praise during my annual performance review for my exceptional efficiency and leadership skills

I am looking forward to setting up a meeting to explore how my abilities and innovative approach can benefit Thrasio in 2024. I am available to attend an interview at your convenience.

Sincerely,

(Insert Signature Here)

Moses Abimbola