

Morgan Maylock

Office Manager

Morgan Maylock
123 Your Street
Columbus, OH 12345
[123.456.7890](tel:123.456.7890)
no_reply@example.com

4 SEPTEMBER 2020

Hiring Manager Name

Hiring Manager, Tanner Towing Company
123 Address St
Anytown, ST 12345

Dear (Hiring Manager),

My name is Morgan Maylock, and I am applying for the office manager position at Tanner Towing Company. Jessika Jenkins, your company's receptionist, informed me the position has a vacancy. I previously managed Ms. Jenkins during her time as an administrative assistant for T&C Construction Crew, and we work well together.

As an office manager, I strive to boost morale without sacrificing productivity. I have launched several incentive programs, including Team Member of the Week, at my current employer. I feel it's also important to show customers and clients they are valued, so I helped create a discount program for patients at Smile Bright Dental Office. This discount program helped increase yearly earnings by 17%.

Tow truck drivers are exposed to dangerous situations daily, but I have a strong knowledge of current OSHA guidelines. I can help Tanner Towing Company prevent occupational hazards from injuring drivers while also promoting a safe workplace for other employees. In addition to leadership skills and OSHA compliance, my strengths include Microsoft Office Suite, QuickBooks, delivering performance reviews and invoicing clients. Task completion typically takes very little time because I type 85 WPM and utilize organizational tools as needed.

I look forward to discussing my leadership skills, including how they can benefit Tanner Towing Company, at your earliest convenience. Please contact me via telephone at (123) 456-7890 or email at MorganMaylock@youremailaddress.com after viewing my attached resume. Thank you for your consideration.

Sincerely,

[Morgan Maylock](#)