

**Emma Brown**

Office Assistant | ebrown@youreemail.com | (987) 654-3210 | 555 Main Street, San Francisco, CA 09876

February 1, 2021

Jane Lopez  
Office Manager  
DHL Supplies  
(123) 456-7890  
jane.lopez@dhlsupplies.com

Dear Ms. Lopez,

My organized nature and attention to detail helped me become a valued member of the Teller's Manufacturing administrative team. One of my most significant accomplishments was increasing office efficiency by leading the project to go digital, reducing almost all paperwork. I hope to bring my resourcefulness, flexibility and ability to multitask to DHL supplies as an office assistant.

I believe I can play a key role in helping your organization attain its mission of providing excellent customer service and quality products. Your job opening stated that you are looking for an employee to work in a fast-paced environment while maintaining a positive attitude. I believe I am well-suited to this position. Some of my past achievements include:

- Supporting over 150 office staff with administrative tasks.
- Answering a high volume of phone calls, directing callers to the correct departments and answering questions.
- Using advanced Microsoft Office skills, including Word and Excel, to organize company files and data.

I'd like to set up an interview to discuss how my knowledge, skills and abilities can benefit your organization. Please feel free to contact me with a meeting time that works with your schedule.

Best Regards,

Emma Brown

P.S. I'd love to tell you how I designed custom spreadsheets for the sales team to better track their performance goals.