

## **Michelle Wilson**

Office Manager | mwilson@youreemail.com | (123) 456-7890 | 123 Main Street, Cleveland, OH 09876

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Andrea Collins  
HR Recruiter  
Aspen, Inc.  
(987) 654-3210  
acollins@aspeninc.com

Dear Ms. Collins,

Supervising a team of 14 employees while handling the demands of a busy office and maintaining high levels of efficiency are some of my greatest achievements in my administrative career. I would like to bring that same level of commitment to Aspen, Inc. as an Office Manager.

After obtaining over seven years of office management experience, I am excited to contribute to Aspen, Inc.'s reputation for quality and commitment to growth. Some examples of my past successes include:

- Maintained a yearly budget of \$90,000 to manage office requirements such as ordering supplies, equipment maintenance, and service contracts.
- Recommended cost-saving measures for service contracts to save an average of 10% per year.
- Created and implemented efficiency enhancements to improve the workflow of the front office staff.

I would love to set up a time to discuss further how my skills and abilities can benefit your company. Please feel free to contact me with a time that works best for you.

Best Regards,

Michelle Wilson

P.S. I'd love to tell you about the time I improved performance feedback methods for my staff and boosted employee morale.