## Application for the office manager role

Dear hiring team,

I am writing to apply for the office manager role. For the past four years I have kept a busy office of twenty people running: its diary, its suppliers and its accounts.

My CV and my certificate in office administration follow this letter. I would be glad to tell you more in an interview.

Kind regards,

Alex Example

alex.example@example.com

# Alex Example

## Office coordinator

alex.example@example.com

## Experience

2022 to now: Office coordinator
Ran the diary, the suppliers and the accounts of an office of twenty people.
2019 to 2022: Receptionist
Welcomed visitors, answered calls and booked meeting rooms.

## Training

2019: Certificate in office administration, 120 hours

## Skills

Diaries and scheduling
Bookkeeping
Spreadsheets and word processing

# Certificate

This is to certify that

*Alex Example*

has completed the course

Office administration

120 hours, June 2019



