

Jim Mulligan

Office Assistant

New York, 08/19/2023

Jedlyn Moore

Hiring Manager

[Company Name]

1890 Olive Lane

New York, NY 10008

Dear Ms. Moore,

I am thrilled to express my interest in the position of Office Assistant at [Company Name]. With more than five years of experience, a proven track record of administrative excellence, and a sincere passion for contributing to efficient office operations, I'm confident that my abilities and commitment will help your business succeed.

Throughout my time at [Company Name], I consistently provided top-notch administrative support in a fast-paced office environment. I was able to deftly handle a diverse array of administrative responsibilities, such as arranging meetings, keeping records, responding to business correspondence, and providing outstanding service to the management team. My proficiency in office software, including the Microsoft Office Suite, as well as my exceptional communication skills, allowed me to significantly improve efficiency and boost overall team productivity by 15%.

Your company has always impressed me with its unparalleled reputation and unwavering dedication to maintaining the highest possible professional standards. Therefore, I believe my passion for excellence and the continuous perfection of my skills align seamlessly with your company's values. I am excited about the potential opportunity to contribute to your organization and make a positive impact on your professional performance.

Thank you for taking the time to consider my job application. Please do not hesitate to get in touch with me at any time if you have any questions or require any further information regarding my professional background. It would be a pleasure to have the chance to talk more about the ways in which my experience can help your company improve its performance.

New York, NY

012-987-6540

jim.mulligan@example.com

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California. Supreme Court. Records and Briefs California (State)., Number of Exhibits 1_x000D_ Court of Appeal Case s
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Reports: Volume 11 M. E. MacGlashan, 2018-07-13 The Tribunal concerned principally with the claims of US nationals against
Iran is the most important to have sat in over half a century *California. Court of Appeal (2nd Appellate District). Records*
and Briefs California (State)., **Reports of Commercial Cases** Great Britain. Commercial Court, Malcolm Martin
Macnaghten, Francis Octavius Robinson, Robert Hugh Balloch, 1901 **Newsweek** , 1995 **Ars Quatuor Coronatorum**
, 1929 *10,001 Hints & Tips for the Home* Cassandra Kent, 1998 Contains more than 10 000 easy tips remedies solutions
ideas tricks and techniques to solve any kind of problem that may come up in every household *Planning Effective*
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about the success of all students **Market News Letter** , 1922 Japan Weekly Mail , 1896 **The New York**
Supplement , 1919 Cases argued and determined in the Court of Appeals Supreme and lower courts of record of New York
State with key number annotations varies **New York Court of Appeals. Records and Briefs.** New York (State). Court

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Proceedings of the 1986 International Ranchers Roundup Dwight E. Guynn, Tom R. Troxel, 1986 **Perfumery and Essential Oil Record** ,1920 *General Motors-Cornell Index of Prices of 40 Basic Commodities* ,1936 **Time** Briton Hadden,1995 **Industrial Documentation Handbook** Thomas T. Samaras,1978 Manual providing a guide to documentation and records maintenance techniques for control of business and industrial information presents a systematic approach to document preparation efficiency information retrieval classification methodologies reviewing revising reproduction glossary and microfilming documents considers aspects of cost accounting and includes samples of typical industrial documents Diagrams photographs references and statistical tables American Accountant ,1928

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