

123 Anywhere Place
New York, NY 10001

July 1, 2014

Mr. John Smith
XYZ Corporation
1000 Utopia Drive
San Francisco, CA 94109

Dear Mr. Smith:

My former colleague Joan Brown informed me that you are seeking to hire an office manager. I worked with Ms. Brown at Acme and have 10 years of experience as an administrative assistant. I have long admired XYZ Corporation and would be honored to work for your company.

As you can see from my résumé, I have performed many administrative duties in my previous positions at Acme and Ajax corporations. At Ajax, I facilitated the company's transition from handwritten to digital records. That work paved the way for my move to Acme, where I assisted the director of innovation in tracking the development of new products. I helped introduce the company's workflow management system, which enabled Acme to cut the average development time of its software upgrades from 18 weeks to 12 weeks.

I would be pleased to speak with you to discuss the details of the office manager position. Thank you for your consideration of my application.

Best regards,

Jane Doe