

June 28, 2025

Hiring Manager

[Company Name]

[Company Address]

Dear Hiring Manager,

I am writing to express my interest in the open position at your company. With a background in administration, customer service, and project coordination, I bring a proven ability to manage responsibilities and work collaboratively in fast-paced environments.

At XYZ Company, I supported a 10-person team with scheduling, communication, and task coordination, resulting in improved workflow efficiency. My attention to detail, adaptability, and communication skills make me confident that I can contribute effectively to your team.

I am enthusiastic about the opportunity to work with your organization and would welcome the chance to further discuss how I can help support your goals. Thank you for your time and consideration.

Sincerely,

John Doe

Email: john.doe@example.com

Phone: +123456789