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# Example of Administrative Office Manager Cover Letter

65816 Ike Dale  
South Houston, NY 04391-8935

**Dear Oakley Aufderhar,**

I submit this application to express my sincere interest in the administrative office manager position.

In the previous role, I was responsible for support to a wide range of management and coordination functions of the reinvigorated UN Development System at the country level.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

* Knowledge of administrative processes, procedures and systems such as filing and records management systems, forms design principles, and other office procedures and terminology
* Knowledge of advanced office management and human resource administration
* Knowledge of accounting principles, audit, property and budget control
* Experience balancing multiple and varied tasks, responding to interruptions, and access to confidential information
* Combined education and experience as appropriate
* Proficiency in Apple OS with expertise in Pages, Numbers, Keynote, iMovie and Adobe Creative Cloud
* Experience in collecting and the control of revenue
* Experience working with computers to include word processing and spreadsheet programs

**Thank you in advance for reviewing my candidacy for this position.**

Sincerely,

Skyler King