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# Example of Administrative Office Manager Cover Letter

61663 Shaquana Run
North Kera, TX 41132-2299

**Dear River Bradtke,**

I would like to submit my application for the administrative office manager opening. Please accept this letter and the attached resume.

Previously, I was responsible for full administrative support at a high level of responsible and of a confidential nature for the Clinical Division of Nursing.

My experience is an excellent fit for the list of requirements in this job:

* Broad knowledge of the Academic Affairs unit
* Combined education and experience okay
* Previous experience in staffing an executive level staff member
* Excellent computer skills, specifically with the Microsoft Office Suite and Google Apps suite
* Able to adjust work schedule periodically in order to be available to work some weekends and evenings for special tour programs, trainings or "telethons"
* Proficient in MS office and related office software tools
* Knowledge of economics, math, business or accounting (high school level)
* Strong facilitation and/or coaching skills preferred

**I really appreciate you taking the time to review my application for the position of administrative office manager.**

Sincerely,

Phoenix Schimmel