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# Example of Business Office Manager Cover Letter

43472 Larson Prairie
Port Helga, KY 33749-1199

**Dear Sawyer Koch,**

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

In my previous role, I was responsible for suggestions to improve internal controls, accounting procedures, and financial statements based on analysis.

Please consider my qualifications and experience:

* Coordinate with IT department on all office equipment and handle issues
* Allocate tasks and assignments to subordinates and monitor their performance
* Assign and monitor clerical, administrative and secretarial responsibilities and tasks among office staff
* Perform review and analysis of special projects and keep the management properly informed
* Remain updated on technical and professional knowledge by attending educational workshops, joining professional associations, building networks with fellow professionals and reviewing of industry publications
* Participate actively in the planning and execution of company events
* Recruit and select office staff / organize orientation and training of new staff members
* Analyze and monitor internal processes

**Thank you for considering me to become a member of your team.**

Sincerely,

Riley Goodwin