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# Example of Office Coordinator Cover Letter

54929 Klein Radial  
Abernathyville, VA 79461-1210

**Dear Sawyer Beatty,**

I am excited to be applying for the position of office coordinator. Please accept this letter and the attached resume as my interest in this position.

Previously, I was responsible for computer support to professional staff to include word processing, making labels, copying, preparing packets, faxing documentation, maintenance of databases, data entry, data clean-up, and assisting in distribution of reports.

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:

* Managing and coordinating catering orders for meetings and special events
* Managing and maintaining positive relationships with vendors
* Work closely with building management to ensure routine maintenance and repairs are completed in a satisfactory and timely manner
* Has a positive spirit
* Enjoys attention to detail
* Familiarity with basic office computer programs preferred (word, excel, internet explorer)
* Manage all things office
* Very good computer skills and work with MS Office applications

**Thank you for taking your time to review my application.**

Sincerely,

Rory Hand