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# Example of Office Operations Cover Letter

10761 Nicolas Stravenue
East Bryanbury, NV 46795-7063

**Dear Lennox Fadel,**

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

In the previous role, I was responsible for consultancy on IT security, risk and compliance technologies to ensure business and regulatory requirements are met.

Please consider my qualifications and experience:

* Advanced proficiency in Microsoft Office Suite, Microsoft Word, Excel, Outlook, PowerPoint and other office software programs
* Advanced level computer knowledge, including proficiency in J.D
* Professional appearance and pleasant demeanor
* Capable of prioritizing tasks/duties as assigned and delegating tasks as needed
* Knowledge of facilities management system and procedures, construction management, capital budget
* Front-of-house cover – reception duties, answering door and phone, meeting and greeting visitors
* Support with internal processes – helping with the assessment and monitoring of our third-party suppliers and other corporate requirements
* Process improvement – contributing to implementation of new processes and efficiencies in the Operations team

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

Sincerely,

Lennox Moen