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# Example of Office Operations Cover Letter

781 Littel Lodge  
North Starrfurt, KY 81780

**Dear Spencer Hegmann,**

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

In the previous role, I was responsible for industry leading market and business intelligence to management and other key stakeholders in the North American Truck organization.

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:

* University policy and procedures as they relate to purchasing and accounts payable
* Self-starter who needs little guidance and direction
* Knowledge of business office machines, printers, copiers, computers, multi-line phones
* Collaborative – Carefully considers who needs to be involved in situational analysis, effective decision making, implementation planning and reassessments for purposes of getting the best outcome and development of people
* Open – Flexible, adapts and seeks input, new ideas and learning
* Develops Others – Builds teams
* Courage – Takes responsibility for their decisions and actions
* Judgement – Able to assess people and situations, to accurately form opinions based on information, experience and inference

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

Sincerely,

Stevie Breitenberg