

Buzz Lightyear

222 Toy Story Lane, Make Believe, MA 22222

(123) 456-7890

Blightyear@gmail.com

Woody Dinosaur
Fastenal
1 Arcade Lane
Worcester, MA 01604

December 22, 2017

Dear Mr. Dinosaur,

Please accept this letter and included resume as application for the Office Manager position that is advertised on the Quinsigamond Community College job board.

I am a recent graduate of Quinsigamond Community College with an Associate Degree in Business. I have over five years of customer service experience and am proficient in Microsoft Office. My past work experience has allowed me to work with a diverse population and develop excellent communication skills with customers, staff and management. As an organized individual, I can prioritize tasks efficiently and multi-task in a fast paced environment.

I feel that my education coupled with my work experience make me an ideal candidate for this position. I would look forward to meeting with you in person to further discuss my qualifications for this position and how I can assist your business in meeting their goals. I can be reached at (123)456-7890.

Thank you for your time and consideration for this position.

Sincerely,

Buzz Lightyear

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