

123 Anywhere Place
London
SW1 6DP

1 July, 2014

Mr John Smith
XYZ Partnership
10 Utopia Drive
London
SW1 1AE

Dear Mr Smith:

My former colleague Joan Brown informed me that you are seeking to hire an office manager. I worked with Ms Brown at Acme and have 10 years of experience as an administrative assistant. I have long admired XYZ Partnership and would be honoured to work for your company.

As you can see from my CV, I have performed many administrative duties in my previous positions at Acme and Ajax. At Ajax, I facilitated the company's transition from handwritten to digital records. That work paved the way for my move to Acme, where I assisted the director of innovation in tracking the development of new products. I helped introduce the company's workflow management system, which enabled Acme to cut the average development time of its software upgrades from 18 weeks to 12 weeks.

I would be pleased to speak with you to discuss the details of the office manager position. Thank you for your consideration of my application.

Best regards,

Jane Clark