

Tessa Eaton

OFFICE MANAGER

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Dear Mina Gardner,

I am writing to express my interest in the Office Manager position at Infinity, as advertised. With a unique background combining 12+ years in education and office management, I am enthusiastic about leveraging my experience to contribute to your team. My time at Chicago High School has honed my skills in managing operations efficiently, particularly in high-demand environments, which I believe aligns well with the dynamic nature of Infinity.

As a Receptionist at Chicago High, I improved front desk operations efficiency by 20% and implemented a Microsoft Office system that enhanced administrative tasks and data management accuracy. My efforts led to a 15% improvement in time management for the entire administrative team. Furthermore, as a High School Teacher, I developed an electronic grading system that reduced reporting errors by 30%, showcasing my ability to leverage technology to streamline processes and increase accuracy in documentation—a crucial skill for managing Infinity's diverse and fast-paced operations.

My educational background with a Master of Education and a Bachelor of Arts in English from the University of Illinois has equipped me not only with strong administrative capabilities but also with exceptional communication and organizational skills. These skills were crucial when I coordinated school events and managed bookings, ensuring smooth execution and adherence to schedules. These experiences have prepared me to effectively handle the responsibilities that come with the Office Manager position at your company.

I am eager to bring my blend of educational and administrative experience to Infinity and contribute to the efficiency and success of your team. I am excited about the opportunity to discuss how my background, skills, and enthusiasm align with the goals of Infinity. Thank you for considering my application. I look forward to the possibility of contributing to your esteemed company.

Sincerely,

Tessa Eaton