When it comes to applying for an office manager position, it is best that you keep your letter straight to the point. With short and brief descriptions of your qualifications and what you aim to achieve, you can ideally grab your employer’s attention. Below is a brief example for an office manager cover letter.

Office Manager Cover Letter

September 18, 2008

Mr. Royce Jameson

Valant Bookstore

86 Moresland Store

Grey Oaks, USA 68978

Dear Mr. Jameson:

Your listing on the newspaper’s ad for an experienced and efficient office manager for your bookstore is one I am willing to apply for. I have worked in similar jobs before in a laundry shop and convenience store. I have letters of recommendation, which gives me more confidence in applying for this position. I know how hectic an office-managing job can be but I am prepared to face and welcome any challenges.

I am writing this cover letter to apply for your store managerial position. I would also like to ask for your time to meet me in person to discuss on your job specifications. If you want to interview, please feel free to call at 555-673-4446.

Sincerely,

Sarrah Norrig

Enclosure: Resume