

Chanchal Sharma

Contact information

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chanchals@example.com
4567 Main Street City, ST 98052

To

Hailey Clark
Kramer-Correia Construction
123 Avenue A Metropolis, ST 54321

Dear Hailey Clark,

I am excited to apply for the office manager position at Kramer-Correia Construction. Although I do not have direct experience in the construction industry, I believe my skills in office management, organization, and communication will be highly valuable to your team.

My experience in managing office operations, coordinating schedules, and overseeing administrative tasks will help ensure that your projects run smoothly and efficiently. Additionally, my ability to work well under pressure and to multitask effectively will enable me to handle the demands of a fast-paced construction environment.

Thank you for considering my application. I look forward to discussing my qualifications with you further.

Sincerely,

Chanchal Sharma
January 13, 20XX