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| **robert smith**  **General Office Assistant** | Phone: (123) 456 78 99  Email: info@qwikresume.com  Website: [www.qwikresume.com](http://www.qwikresume.com)  LinkedIn: linkedin.com/qwikresume  Address: 1737 Marshville Road, Alabama |

[Today’s Date]

[341 Company Address]  
[Company City, State xxxxx]  
[(xxx) xxx-xxxx]  
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

I'm writing to apply for the role of General Office Assistant at PMT Limited. I recently moved to the Coromandel area owing to my partner's employment change, thus I'm looking for a new opportunity. I was quite interested when I read the specifications for your job in E-Magazine because my abilities and professional experience closely match them. My previous employment was at Safilguda's DAV Public School. I worked as an administrative officer supporting the organization's management, finance, and HR department. My main duties in each department were to plan and maintain both paper and computerized file formats, order and distribute products, write and distribute a lot of letters, hire new staff, plus receive as well as distribute calls and messages. The duties listed above are all included in the job description for your role.

* I didn't restrict myself to only performing standard administrative tasks during my ten years at DAV Public School.
* During busy periods or while I was on a holiday trip, I served as the emergency coordinator.
* Every month I would spend one weekend helping the firm organize its stationary stock or inspection reports.
* Additionally, I offered to coordinate business events plus end up writing the monthly magazine.
* I gained knowledge about the organization and developed teamwork skills during my tenure.
* I am proficient in Microsoft Office Applications and have no trouble learning new programs.
* I am excellent at handling perplexing, stressful situations while maintaining composure and attention to detail to tackle hardships.
* I'm used to working in a frantic atmosphere, and I can do a lot of tasks quickly.
* Due to the enormous number of children who entered the department with diverse requests, I figured out how and when to respond swiftly and efficiently to situations.
* I have been awarded a certificate and cash prize for having 100% attendance throughout the academic year.

My knowledge in office management, my proficiency with computer applications, and my capacity as a productive team member, in my opinion, match most of your prerequisites. I have an associate's degree in Computer Science, as stated in my resume, and I've taken a few certification programs. I believe that my qualifications and professional background will meet your employment requirements and provide value to your team. Kindly take a moment to look through my credentials and resume in the attachment for further details. I would be very glad for the opportunity to talk with you about my candidacy. Thank you for your consideration.

Sincerely,

[Your Name]