

[Your Full Name]
[Current Job Title]
[Date]

[Hiring Manager Name/Executive Name]
[Company Name]

RE: Application for Office Manager Position

Dear [Recipient Name],

It is with great enthusiasm that I submit my application for the Office Manager position at [Company Name]. Having served as Executive Assistant to [Executive Name/Department] for [Number] years, I have developed a deep understanding of our organizational culture, operational workflows, and strategic goals. I am now eager to transition into this leadership role to further streamline our office operations.

During my tenure as an Executive Assistant, I have consistently taken on responsibilities that exceed my current scope, including [Key Achievement 1, e.g., managing vendor contracts] and [Key Achievement 2, e.g., overseeing office budget tracking]. My intimate knowledge of our internal processes allows me to identify inefficiencies quickly, and I am confident in my ability to manage the administrative team with the same level of precision I have applied to executive support.

I am particularly proud of my work on [Specific Project or Process Improvement], which resulted in [Quantifiable Result]. As Office Manager, I aim to scale these improvements across the entire department to ensure a productive and cohesive work environment for all staff members.

I look forward to the possibility of discussing how my institutional knowledge and proven administrative expertise can serve [Company Name] in this new capacity. Thank you for your time and continued support of my professional growth within the company.

Sincerely,

[Your Signature]

[Your Printed Name]