

# Jordan Lee Thompson

January 16, 2026

Acme Corporation

RE: Entry Level Office Manager

Dear Hiring Manager,

I am writing to express my enthusiasm for the Entry Level Office Manager position at Acme Corporation, as advertised on your careers page. With a keen interest in organizational management and office operations, I am excited about the opportunity to contribute to your team and help drive the efficiency of your office environment.

During my recent internship at Global Tech Solutions, I successfully implemented a new filing system that increased document retrieval speed by over 30%. This initiative not only streamlined our workflow but also significantly reduced the time spent on administrative tasks, allowing team members to focus on more strategic projects. Additionally, while volunteering with the local community center, I coordinated multiple events that brought together over 200 participants, enhancing my skills in event planning and logistics. This experience taught me the importance of attention to detail and effective communication, both of which are essential for an Office Manager role.

I am particularly drawn to Acme Corporation because of your commitment to innovation and employee development. I am eager to bring my organizational skills, passion for efficiency, and proactive approach to your office management team. I believe that my background in administrative support, combined with my ability to adapt quickly and learn new processes, will enable me to make meaningful contributions to your organization.

I would appreciate the opportunity to discuss how my skills and experiences align with the goals of Acme Corporation. Thank you for considering my application. I look forward to the possibility of speaking with you soon.

Sincerely,

Jordan Lee Thompson