

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your Phone Number]  
[Date]  
[Employer's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to express my interest in the Office Support position at [Company's Name] as advertised [where you found the job posting]. With a strong background in administrative functions and a meticulous attention to detail, I am confident in my ability to contribute effectively to your team.

In my previous role as [Your Job Title] at [Your Previous Company], I successfully managed a variety of office tasks including scheduling appointments, maintaining records, and providing exceptional customer service. My ability to prioritize tasks and work collaboratively has enabled me to support our team in achieving organizational goals efficiently.

I am particularly impressed by [specific fact about the company or a project they are working on], and I am excited about the opportunity to bring my expertise in [specific skills related to the job] to [Company's Name]. I believe my proactive approach and strong communication skills will make me a valuable asset in supporting your office operations.

Thank you for considering my application. I look forward to the opportunity to discuss how my skills and experiences align with the needs of your team.

Sincerely,  
[Your Name]