

## EXAMPLE 2: APPLICATION LETTER FOR OFFICE ASSISTANT

Dear Hiring Manager,

I am interested in applying for the Office Assistant position at your company. I have strong organizational skills and experience handling administrative tasks.

In my previous role, I managed schedules, prepared documents, and supported team operations efficiently. I am confident that my attention to detail and communication skills will benefit your organization.

I look forward to the opportunity to discuss my qualifications with you.

Best regards  
[Your Name]

+123-456-7890  
123 Anywhere St., Any City



โจนาราน แพตเตอร์สัน