

December 16, 2018

Dear Hiring Manager,

I currently work for a small commercial architectural firm that has been in business for over thirty years. Because of the size of my present firm, I hold several roles and excel at many of the tasks listed in Fairview Investments advertisement. I like to tell people, the only activities I don't do in an architectural firm is design and draft.

I obtained an undergraduate design degree and an MBA in marketing years ago, and decided to devote my life to my family. About 10 years ago, life happened, and everything changed. I started a new path by working part-time as an office manager at the above referenced architectural firm, and went back to school to obtain a graduate HR degree. After obtaining the degree, I became a full-time employee at the same firm, and expanded my role because of capabilities, initiative and resourcefulness. I saw a need in the office that wasn't being met well, and I took it on. It freed up the design team, assisted the principal and made use of my talents. Today, I am the office administrator, permit expeditor and project coordinator in a very fast-paced busy office. I allow the staff to focus on their specific tasks and responsibilities while keeping the office organized and moving smoothly along with projects, consultants, clients, landlords and contractors. In addition to my office manager responsibilities, I perform all project administrative tasks with all emails, requests and documentation going through me. I ensure that all client requests are immediately responded to. I also can research any topic that is necessary. I am extremely organized and responsible with a "will do" attitude which has allowed the principal of the firm to be off-site much of the time.

So, why am I looking for new employment? I have made the decision to move to Raleigh in February 2019 from Maryland. The date is flexible. I have visited the area many times and have enjoyed the cultural environment and natural beauty of the area. By being closer to my son and his family, I believe, I will improve my quality of life. Because this is so important to me, I am not seeking relocation or travel expenses.

I felt from reading the Office Administrator position listed on Zip Recruiter, I could provide your firm the skills and attitude to exceed their expectations. I am eager to hear from you about the next steps to further my candidacy. I can be reached at [bethicrane@gmail.com](mailto:bethicrane@gmail.com) or at 301-461-6167 and please leave a message. I will return your call as soon as possible. Thank you for your consideration.

Sincerely,  
Beth Crane