

# Application for an office manager position - resume cv example

[Business](#), [Management](#)



## **Application for an Office Manager Position**

I graduated from an Associate of Applied Science in Mechanical Technology program at the Cuyahoga Community College in Cleveland, Ohio in 1989. I worked in the capacity of a Mechanical Engineering Officer for more than 20 years, where 15 productive years have been dedicated serving Bendix Commercial Vehicle Systems at Elyria, Ohio. I have recently graduated with a master's degree in business administration and am highly competent to undertake the roles and responsibilities expected from an office manager. I have excellent communication and interpersonal skills; have proven leadership and conflict negotiation skills from the length of service working as an engineer. I possess commendable work ethics with manifested talent in problem-solving and in decision-making, within the scope of responsibilities. I have had extensive training and experience in undertaking the functions of planning, organizing, directing and controlling teams of subordinates from one's work experiences. Finally, I can easily adapt and adjust to different work environments and value conformity to an organization's code of discipline and adherence to ethical behavior.

I am very much interested in becoming an instrumental part of your organization's further growth and development. I assure you that the working relationship would be symbiotic and mutually beneficial. I am hereby including my resume for your perusal. I could be reached at any of the stipulated contact numbers indicated therein. I would be looking forward to hearing from you soon.