

# Leonore Schoning

Office Manager

Dear Leonore Drish,

I am thrilled to apply for the Office Manager position at Google. The prospect of contributing to such an innovative and dynamic company excites me beyond measure.

With over six years of experience at Deloitte, I have honed my skills in managing complex administrative tasks and supporting high-performing teams. My background has equipped me with the strategic vision and operational expertise essential for this role.

Some key achievements from my previous roles include:

- Spearheaded a team initiative at Deloitte that led to a **25% increase in operational efficiency** within a year.
- Implemented a new scheduling system that **reduced meeting overlap by 40%**, enhancing team productivity.
- Coordinated a company-wide event for over 200 employees, resulting in a **95% satisfaction rate** from attendees.

In addition to these accomplishments, I possess strong leadership capabilities and a knack for streamlining processes. My PMP certification underscores my commitment to structured project management and continuous improvement.

Additional qualifications include:

- **Certified Project Management Professional (PMP)**
- Recognized with Deloitte's Excellence Award for outstanding team support and innovation
- Active volunteer in community literacy programs, reflecting my dedication to empowering others

Google's mission to organize the world's information and make it universally accessible resonates deeply with me. I am particularly inspired by your recent work in sustainable technology, which aligns with my passion for environmentally conscious practices. Joining Google would allow me to contribute to a culture that values creativity and impact.

I am eager to bring my skills and enthusiasm to Google and would welcome the opportunity to discuss how I can contribute to your team. Thank you for considering my application.

Warm regards,

To

Leonore Drish  
Google  
450 Innovation Way, Greenville, SC

From

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