

Your Name

142 Your Address
Your City, State, xxxxx United States
(xxx)xxx-xxxx
your.email@gmail.com

[Today's Date]

[341 Company Address

Company City, State, xxxxx

(xxx)xxx-xxxx

hiring.manager@gmail.com]

Dear Mr./Mrs./Ms. [Hiring Manager's Name],

Please accept my enclosed application for the position of executive assistant. I found your job posting on [Website Name], and I'm pleased to say that my skills match your requirements perfectly. According to your job posting, you need an experienced executive assistant who can schedule meetings, prepare agendas, and take care of daily issues without supervision.

In my current role as an executive assistant at PaxWay Incorporated, I handle all of these duties, and more, with great capability. Allow me to point to three bullet points from my resume that demonstrate both my abilities and achievements:

- Perform a variety of accounting activities, such as preparing between 10-20 check requests, expense reports, purchase orders, and invoices a week
- Handled all domestic and international travel reservations, cutting company's travel expenses by 12%
- Organized 3+ monthly meetings and their logistical elements (scheduling, preparing the facility, organizing handouts and/or binders for attendees, etc.)

I also spearheaded the movement to "go digital," which has proven to be a significant efficiency boon for the company. I am frequently praised for my ability to handle complex tasks and solve problems without requesting input, but also maintain an awareness of when input may be desired. In short, as an executive assistant, I am efficient, attentive, and competent. Finally, I have all the basic skills necessary for the role. I type at 80WPM, am familiar with CRM systems, and have a mastery of the MS Office Suite.

I am eagerly anticipating having a follow up conversation with you about how I can help make the lives of your company executives easier. Please feel free to contact me at any time.

Best,
[Your Name]