

NAME
ADDRESS
ADDRESS

HOME: PHONE
MOBILE: PHONE
E-MAIL: name@email.com

Dear <Name>:

I am seeking an Executive Assistant opportunity in a fast-paced, rapidly growing organization such as yours. If you are searching for detail-oriented self-starter who thrives on new challenges and excels at customer service, please consider my qualifications.

When I read your job posting, it was clear to me that I have the multi-tasking skills and work ethic necessary to take your productivity to new heights. I am an efficient, high-energy executive assistant with over 13 years of administrative experience. From urgent travel arrangements to confidential correspondences, several senior level executives have entrusted me with their daily obligations. My competence and accuracy gave each of these executives peace of mind as they found more time to focus on their core responsibilities. As a seasoned professional, I am prepared to offer these results to you and your team.

Some of my skill-sets include:

- Advanced computer skills including MS Word, Excel, PowerPoint, Access, and Outlook
- Time-management and organizational skills to handle multiple, complex tasks
- Proactive work style with a track record of achieving process improvement goals
- Excellent spelling, grammar, and verbal communication skills
- Exceptional typing speed, exceeding 100 wpm

Please peruse my attached resume for more details and contact me if you have any questions. I am eager to discuss the possibility of working with you. I will call you by the end of this week to follow up. Thank you for your time.

Sincerely,

<Name>

<Enclosure>
