

JAN ADMIN

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Date

Contact Name, Title
Company Name
Address
City, State, Zip

Dear (Name):

Your advertisement for an Executive Assistant in the Gig Harbor Times presents requirements that closely match my background and expertise. I have enclosed my résumé to provide a summary of my qualifications and background for your review.

Throughout my career as an Executive Assistant, I have maintained the highest performance standards within a diverse range of administrative functions, which is clearly demonstrated by my past successes. As Assistant to the Chief Financial Officer of ABC Systems, I streamlined operations and reduced costs by consolidating operations and negotiating competitive rates with service providers. Additionally, while serving as an Assistant to a partner of XYZ Company, I facilitated the implementation of a new promotion strategy that significantly increased the company's profile.

Some further qualifications I can offer include the following:

- A successful track record in supporting the efforts of executive-level staff, including Presidents, CFOs, and Senior Partners;
- A strong background in all aspects of office management, scheduling meetings, coordinating travel, and overseeing budget and accounting functions.
- The demonstrated capacity to develop and maintain comprehensive administrative processes that improves the efficiency of day-to-day operations.

Currently, I am seeking an association with a company that can benefit from my expertise as an executive-level administrative assistant with excellent organizational and communication skills, an outstanding work ethic, and the ability to work equally well in both team-oriented and self-directed environments.

I would welcome an opportunity to meet with you to discuss my qualifications and candidacy in further detail. Thank you for your time and consideration.

Sincerely,

Jan Admin

Enclosure