

Executive Assistant Cover Letter

738 Federico RanchWalterborough, AK 21643

Dear Stevie Haag,

In response to your job posting for executive assistant, I am including this letter and my resume for your review.

In my previous role, I was responsible for administrative support to Business Tax Services (BTS) partners and managing directors, including assisting with calendar of meetings and appointments in Microsoft Outlook, arranging travel plans and internal and external meetings, preparing expense reports, issuing engagement letters to clients, including coordinating with engagement setup specialists.

My experience is an excellent fit for the list of requirements in this job:

- College education with a 3.3 GPA
- Microsoft Office/Suite proficient (PowerPoint, Word, Outlook)
- Previous legal experience
- Proficient PC/database management skills (Word, Access, Excel, Outlook, Open Time, etc)
- Articulate, polished and professional
- Thick-skinned, strong, and confident
- Prior experience working with a team of professionals
- Prioritize the calendar

Thank you in advance for taking the time to read my cover letter and to review my resume.

Sincerely,

Finley Goldner