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# Example of Assistant, Executive Cover Letter

135 Mauricio Burgs  
South Rima, WV 37440-4522

**Dear Denver Greenfelder,**

I am excited to be applying for the position of assistant, executive. Please accept this letter and the attached resume as my interest in this position.

In the previous role, I was responsible for input to ensure service delivery is compliant with laws, regulations, and corporate policies.

Please consider my qualifications and experience:

* Effectively coordinate events, meetings and appointments
* Hands-on experience with both domestic and international travel arrangements
* Experience dealing with highly sensitive, highly confidential information of business and personal nature
* Proficient in MS Office Suite (Word, Excel, PowerPoint), Visio and Concur
* Previous working experience in a Financial Services executive administration role
* Advanced administrative and financial services education and/or experience preferred
* Works with professionalism and confidentiality
* Able to work independently and interdependently

**Thank you for considering me to become a member of your team.**

Sincerely,

Charlie Bernier