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# Example of Executive Assistant, VP Cover Letter

295 Alec Road  
Port Etsukoberg, VT 41405-3007

**Dear Finley Kutch,**

I submit this application to express my sincere interest in the executive assistant, VP position.

In the previous role, I was responsible for general office administrative support to the CEO, members of the Executive Leadership Team and the Board of Directors.

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

* Strong follow up skills and result driven
* Positive attitude & admin professionalism
* Comfortable in working in a cultural diverse environment
* Is open to change and able to adapt
* Can handle multiple activities and prioritize to accomplish goals
* Even tempered and confident in nature
* Positive way of communication with strong mind-set of teamwork
* Capable of working collaboratively with a high performing team

**Thank you for your time and consideration.**

Sincerely,

Greer Langworth