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# Example of Executive Assistant, VP Cover Letter

452 Leuschke Orchard  
Gislasonshire, HI 86406-5786

**Dear Dylan Collier,**

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

In my previous role, I was responsible for general administrative support to the department including office communications, equipment repair and maintenance, administrative procedures and issue resolution and administrative support to AESS directors and department as needed.

Please consider my experience and qualifications for this position:

* Intermediate level PowerPoint skills
* Previous administrative experience supporting C-Level (corporate officers) or executive level roles
* Experience with managing light budgets for events
* Highly competent with all Google Suite applications
* Demonstrated verbal and written communication skills, demonstrated organizational skills, and demonstrated customer service and interpersonal skills
* Conserves VP, Partner’s time by reading, researching, and routing correspondence
* Minimum education level - GCSE's
* Proven secretarial experience, ideally at Director / VP level

**Thank you in advance for reviewing my candidacy for this position.**

Sincerely,

Robin Koch