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# Example of Executive Assistant, VP Cover Letter

16840 Jewell Knolls  
Alejandrofort, OR 89061-7260

**Dear Tatum Howell,**

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

Previously, I was responsible for administrative support to the Executive Vice President, Content including calendar management, meeting planning, general office duties and greeting guests.

Please consider my qualifications and experience:

* High level oral and written communications skills
* Solid background in planning travel, meeting agendas
* Basic HR knowledge preferred
* Takes own initiative to accomplish tasks and identify more efficient/effective ways of doing things
* Prior experience in development preferred
* Excellent administrative skills (i.e., organizational, interpersonal, computer skills (Microsoft Office), and customer service)
* General accounting knowledge and fiscal management skills
* Previous experience managing a calendar and coordinating travel

**Thank you for taking your time to review my application.**

Sincerely,

Zion Ebert