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# Example of Executive Assistant, VP Cover Letter

584 Swift Union  
East Luise, WA 79101-7493

**Dear Finley Sawayn,**

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 management support including the maintenance of supplies and handling of IT and office services related matters.

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

* Good overall IT skills, able to work with various software for expenses, travel
* Strong experience with MS Office (Word, Excel, Outlook)
* Creative attitude
* A pragmatic person, with good problem-solving skills
* Able to cope with a busy office environment
* Experience and proficiency with Concur (or similar) travel and expense reporting system
* Prior experience coordinating both on- and off-site meetings and/or events and processing visitor requests
* Current active Top Secret/SCI level clearance

**I really appreciate you taking the time to review my application for the position of executive assistant, VP.**

Sincerely,

Tyler Kuvalis