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# Example of Executive Assistant, VP Cover Letter

74088 Desire Meadows  
Gottliebtown, OH 44106

**Dear Zion Heller,**

I would like to submit my application for the executive assistant, VP opening. Please accept this letter and the attached resume.

In the previous role, I was responsible for general administrative support such as managing office supplies and equipment, answering phones, mailing, filing and photocopying.

Please consider my experience and qualifications for this position:

* Some secretarial courses
* Proficient in Microsoft Suite including Word, Excel, Power Point
* Experience from Executive assistant roles
* Advanced Spanish is desirable
* Flexible, proactive, efficient, discreet, loyal
* High level of diplomacy, professionalism and confidentiality
* Able to work under pressure and frequent changing conditions
* Experienced in handling a wide range of administrative, secretarial and executive support related tasks and able to work independently

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

Sincerely,

Onyx Herman