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# Example of Executive Personal Assistant Cover Letter

6661 Nikolaus Roads  
Rudolphmouth, SC 06331

**Dear Onyx Flatley,**

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

In the previous role, I was responsible for assistance in responding to questions from the internal auditors, external auditors, Client Service Team, Operations, and other support groups by:.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

* Fully conversant with all aspects of Microsoft Office at intermediate/ advanced level
* Knowledge of Office Equipment (printers and fax machines)
* Experience of working with facilities management providers, vending, maintenance companies, and with some knowledge of Health & Safety, although training will be given
* Supporting fellow team members from time to time on projects, documents, reports and events
* Be a self-starter with creative ideas who will initiate follow up action and add value to the role
* Requires a person with high level of integrity due to frequency of senior level contacts and exposure to confidential data
* Knowledge of office administrator responsibilities, systems and procedures
* Well-versed in MS Office (MS Excel and MS Outlook, in particular)

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

Sincerely,

Emerson Yost