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# Example of Manager, Executive Assistant Cover Letter

549 Walter Bridge  
Floydside, TN 70678

**Dear Dylan Cruickshank,**

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

In my previous role, I was responsible for leadership to the recruitment and selection functions by developing plans to meet current and future service needs and coordinating activities with other programs, divisions, departments, outside agencies and organizations to enhance the delivery of service and effectiveness of recruitment;.

Please consider my experience and qualifications for this position:

* Advanced technical skills with Outlook, Word, Excel, and PowerPoint
* Good level of creativity and flexible thinking
* Knowledge of building requirements and conditions would be an advantage
* Have working knowledge of corel draw / photoshop, power-point and excel
* Experience managing projects with strong attention to detail
* Team player with flexibility and a positive attitude
* Experience managing projects from start to completion
* Strong proficiency with technology and social media

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

Sincerely,

Onyx Dietrich