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# Example of Manager, Executive Assistant Cover Letter

17585 Gregorio Trafficway  
North Josemouth, NC 86267-6545

**Dear Onyx Franecki,**

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

Previously, I was responsible for administrative support for recruitment event logistics included not limited preparing recruitment materials and following up with candidates interested in the district.

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:

* Previous experience in a senior-level administrative role to include supporting C-Suite level executives at a Fortune 500 company
* Extensive MS Office skills (Word, Excel, PowerPoint, Outlook) and web applications
* A great artistic eye to create graphics and presentations for executive-level audiences
* Knowledge of operating standard office equipment & proficiency with office systems technology
* Professional, extremely organized, responsive, accountable, detail-oriented, enthusiastic
* Able to function as part of a team, accomplishing core tasks with minimal oversight
* Exercises sound business judgment and keeps team members informed as necessary
* Dedicated to customer service and team support

**Thank you in advance for taking the time to read my cover letter and to review my resume.**

Sincerely,

Peyton Swaniawski