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# Example of Personal Assistant Cover Letter

717 Kris Pine
New Santanaview, OH 98371

**Dear Parker Macejkovic,**

Please consider me for the personal assistant opportunity. I am including my resume that lists my qualifications and experience.

In my previous role, I was responsible for support in the preparation of PowerPoint presentations and other written executive communications.

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

* Passionate about their work
* Track meetings against a tight schedule and ensure that time allocation is sensible
* Resolve competing priorities & diary clashes & discuss with managers when appropriate
* Forward plan & review forthcoming schedules with managers
* Confirm travel, itineraries and briefs where necessary
* Chase and coordinate meeting papers where necessary
* Monitor the SMT’s email inbox, actioning and filing items as appropriate
* Maintain the SMT’s paper and electronic filing systems

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

Sincerely,

Casey Buckridge