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# Example of Personal Assistant Cover Letter

38615 Toy Port  
Kenethchester, SC 45536

**Dear Sam Abshire,**

In response to your job posting for personal assistant, I am including this letter and my resume for your review.

In my previous role, I was responsible for outlook calendar scheduling support for the professional office staff.

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

* Event and activities management
* Leading projects, meeting organisational deadlines
* Budgeting and minuting meetings
* Exceptionally organized and able to multitask in a fast-paced, high-stress production office environment
* Proactive with quick decision-making capabilities
* Articulate, detail-oriented and exemplify superb organizational skills
* Proven PA experience and track record
* European / languages / International exposure is an advantage

**Thank you for your time and consideration.**

Sincerely,

Denver Kris