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# Example of Personal Assistant Cover Letter

29484 Garth Viaduct  
North Alesha, TN 96189-2333

**Dear Brooklyn Waelchi,**

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

Previously, I was responsible for a sample PowerPoint presentation and Excel document if contacted for an interview.

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

* University graduate – or graduate calibre
* Demonstrated interest in culture, philanthropy and and/or public policy issues
* Outstanding skills across the MS Office suite with a flair for creative presentations
* Establish and maintain relationships at all levels with key people internally within the business across the external world
* Team player with a proactive style, able to anticipate challenges and ‘join the dots’
* Passionate about ensuring a collaborative working environment
* Demonstrate integrity and respect in all business decisions, transactions and partnerships
* Previous experience in Financial Services is essential

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

Sincerely,

Spencer Stehr