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# Example of Personal Assistant Cover Letter

8731 Eugenia Common  
Lake Cecelia, NM 41482-8167

**Dear Robin Ullrich,**

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

Previously, I was responsible for mS Word processing support.

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

* Coordinate the booking of Academy meeting rooms, working alongside other Academy Assistants
* Coordinate the booking of Academy-branded banners for use at internal and external events
* Co-ordinate travel and accommodation arrangements including organising hire cars and taxis where necessary
* Provide assistance with record keeping and meeting planning
* Process expenses and leave/sickness records
* Act as a focal point of contact for calls and visitors to the Academy
* Flag those issues which require urgent attention
* Record and distribute minutes and documentation for a range of meetings as necessary

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

Sincerely,

Finley Mayert