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# Example of Senior Executive Assistant Cover Letter

72202 Bergstrom Trafficway  
Shadland, SC 48680

**Dear Max Hills,**

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

In my previous role, I was responsible for administrative support on daily basis while understanding company operations, policies, and procedures.

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:

* Exercises good judgment/decision making
* Anticipates problems and acts accordingly
* Client management/service experience highly preferred
* Experience or interest in Financial Services
* Collaborative personality, an interest in learning and a passion for improvement
* Excellent verbal and written communication and strong attention to detail
* Knowledge of the organization's structure, operations and policies and previous experience with Concur, Workday, ServiceNow is an asset
* Proficiency with Microsoft Word, PowerPoint & Excel, MS Outlook e-mail and calendar, and Internet

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

Sincerely,

Morgan Koch