

CIB-Executive Administrative Assistant Cover Letter

320 O'Reilly StreetsPort Michaville, KY 23184-2529

Dear Sutton Berge,

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

In the previous role, I was responsible for administrative support to the Regional Compliance Officer (North America) including coordinating all travel arrangements, manage calendar and expenses.

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

- Ownership approach to all tasks
- Experience managing a busy executive global calendar
- Motivated by a collaborative environment and willing to go the extra mile
- Knowledge of the Concur system preferred
- Proven experience interacting with senior management and in cross-functional teams
- Professional client handling and relationship building with all clients and cover groups
- Exhibits a positive, common sense, constructive attitude to drive senior management schedule and help manage time effectively
- Is a team player who can build networks and work in partnership - solution orientated

I really appreciate you taking the time to review my application for the position of cib-executive administrative assistant.

Sincerely,

Finley Ratke