

Executive Assistant Manager Cover Letter

601 Gil AvenueNorth Johnathon, VA 69611

Dear Ari Greenfelder,

I would like to submit my application for the executive assistant manager opening. Please accept this letter and the attached resume.

In my previous role, I was responsible for coordination and management in the areas of accounting, contracts, human resources and relations, visa applications, recruitment, event planning, reception, and special administrative projects.

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:

- Excellent verbal and written communication skills organizational skills with high attention to detail
- Some travel - domestic and potentially international
- Passionate and interested in the company/nonprofit/education
- Excellent and diplomatic communications skills
- Proficient in the use of Microsoft Office accompanied by strong writing
- Strong interest and commitment to non profit organizations especially those focusing on the Arts, Education or Cultural programming
- Experience within an Arts, Educational or Programming environment
- Experience with or exposure to project management

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

Sincerely,

Ari Kihn