

Executive Assistant Manager Cover Letter

31777 Cleo WellsO'Keefechester, MO 61109

Dear River Dietrich,

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 sophisticated calendar management for both the President of the Business Unit and the VP of Human Resources.

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

- Interest or background in Commercial Real Estate or Investments strongly preferred
- Working knowledge of clerical and administrative procedures and systems
- Proficiency in Microsoft Office Suite (MS Outlook, Word, Excel, and PowerPoint)
- Pro-active, self-starter who can anticipate needs and take initiative with limited guidance and direction
- Active learner with a positive attitude who can consistently and creatively support the real estate team
- Working knowledge of Microsoft Office including Outlook, Word and basic Excel capabilities
- Highly adaptable personality able to "shift gears" quickly as workload requires
- Willingness to assist with occasional emergency scheduling needs (can be done remotely, does not require going to the office) for "off-hour" requests in evenings and weekends, as needed

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

Sincerely,

Morgan Daugherty