

Executive Assistant Manager Cover Letter

744 Mertz Route North Columbus, SC 72441

Dear Azariah Cummerata,

In response to your job posting for executive assistant manager, I am including this letter and my resume for your review.

In the previous role, I was responsible for strategic consulting on people strategies, organization development and other Human Resources specific or business initiatives for a defined business or operational area.

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:

- Maintain the strictest confidentiality at all times with regard to client, guest and personnel related matters
- Be Highly professional in appearance, character and conduct
- Put Attention to detail in terms of content, spelling and grammar of written correspondence
- Posses excellent telephone manner
- Show high levels of organizational skills and efficiency
- Be able to work under pressure both as part of a team and also working on own initiative
- Be proactive and innovative
- Coordinates and manages complex domestic and international travel arrangements replete with itineraries, logistics, visa/passport requirements, expenses management and knowledge of special advisories with precision

Thank you for taking your time to review my application.

Sincerely,

Quinn Quitzon