

Executive Assistant Manager Cover Letter

8469 Satterfield ViaLake Refugio, IL 67209

Dear Lennon Okuneva,

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

In the previous role, I was responsible for leadership to team of Analysts & Coordinators and assist in people management responsibilities for small teams of 2-4 resources.

Please consider my experience and qualifications for this position:

- Basic Computer skills (Email, Word Processing, Filemaker,) and Intermediate computer skills (Web design & editing, publication creation, etc)
- Extraordinary dedication to providing our students with an excellent education, and establishing a model of urban education reform
- Unquestioned integrity and commitment to KIPP DFW Public Schools' mission and values
- Demonstrated experience performing routine and complex tasks in Microsoft Outlook, Word, Excel
- The vision and execution necessary to develop in a growing organization
- Real Estate or Interior Design experience
- Expertise in all Microsoft Office applications
- Prior experience in a unionized hotel setting is preferred

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

Sincerely,

Casey Sawayn