

Executive Assistant Manager Cover Letter

23999 Ariel FordEast Sariberg, CT 40572

Dear Lennox Kris,

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

Previously, I was responsible for support to the Vice President of Human Resources and all Human Resources Management.

Please consider my qualifications and experience:

- Microsoft Outlook, Word, Excel, and PowerPoint skills
- Knowledge of various office and computerized equipment
- Event planning/coordination experience (Preferred)
- Proficiency in Microsoft Access, Project, Visio, and Live Meeting (Preferred)
- Basic accounting, human resources, legal and/or contract administration knowledge (Preferred)
- Certified Professional Secretary (CPS) or Certified Administrative Professional (CAP) (Preferred)
- Proficient use of Microsoft Office suite, office-related equipment and IT tools, Concur, JDE (finance) and Workday
- Fluent in Japanese – speaking, reading, writing

Thank you in advance for taking the time to read my cover letter and to review my resume.

Sincerely,

Rowan Pfannerstill