

Executive Assistant Manager Cover Letter

935 Anja Haven East Danica, OH 23293-8610

Dear Haven Kutch,

I submit this application to express my sincere interest in the executive assistant manager position.

In my previous role, I was responsible for smooth and efficient administrative support in the Human Resources Department by assisting in the planning, coordination and implementation of all office administration of the Human Resources Office.

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

- Ensure highest level of guest satisfaction by providing quality guest services and amenities
- Coordination of all team and leadership meetings, including agenda, presentation meetings notes and follow-up to drive ongoing initiatives from these meetings
- Coordinates corporate and division wide initiatives, including management of the office and division culture programs
- Management of division personnel information, including maintenance of organizational chart and contact lists, and managing and maintaining org level aliases and distribution groups
- Exercises discretion and independent judgment while performing key job responsibilities
- Identify any gaps in division goals and proactively takes initiative to address
- Help define problems, collect and analyze data, draw meaningful conclusions and recommend solutions to support the business objectives
- Able to interpret data and provide meaningful information to leaders

Thank you for taking your time to review my application.

Sincerely,