

Executive Associate Cover Letter

598 Sophia PineRoxaneshire, IA 98711

Dear Charlie Jacobs,

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

Previously, I was responsible for information to IT and Business users regarding best practices, industry trends and business opportunities, as well as, feedback on the overall performance of processes and tools.

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:

- Experience working in a multi-national / global organization preferred
- Experience working in a complex and highly matrixed organization
- Strong technical knowledge and experience working with Excel and PowerPoint is a requirement
- Strong reading comprehension skills in order to accurately review and succinctly summarize public filings
- Leadership and professional presence
- Proficiency in productivity tools such as MS Outlook, Word, Excel
- Maintains filing system for key documents
- Advanced knowledge of spreadsheets, data retrieval, and word processing and presentation software

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

Sincerely,

Justice Douglas