

Executive Associate Cover Letter

35427 Ebert Parkways
Handchester, ME 32488-1684

Dear Ryan Emmerich,

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

Previously, I was responsible for analysis of current systems and processes and development of new and improved systems and processes.

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

- Excellent verbal and written communication skills with strong analytical skills
- Leadership qualities demonstrated in past achievements and/or previous work experience
- Entrepreneurial background or attitude, passionate about building a great agency
- Personable style with a knack for proactive problem solving
- Experience collaborating with other agencies with clients
- Above average usage of grammar, spelling, punctuation and mathematics
- Knowledge of contemporary business procedures, computer functions and phone etiquette
- Fluent level of English (written and verbal)

Thank you for taking your time to review my application.

Sincerely,

Reese Deckow