

# Executive Personal Assistant Cover Letter

99216 Grover Meadows North Guyview, MA 42452

**Dear Marion Streich,**

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

Previously, I was responsible for information to others both internal and external to the organization; represents the organization to customers and other external sources.

Please consider my qualifications and experience:

- Tough skin
- Detail oriented, extremely well organized, and able to manage initiatives, timelines and multi-task to accomplish a multitude of tasks, with conflicting priorities and timelines
- Pro-active diary management ensuring an efficient and effective use of time with all necessary arrangements catered for in advance
- Ensuring the CFO has all relevant agenda / papers in advance of meetings
- Creating and maintaining effective electronic and paper filing systems to ensure confidential storage of data
- Managing the purchase requisition process
- Tracking and managing budgets for specific areas
- Managing administrative tasks associated with the CFO's direct reports

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

Sincerely,

Landry Upton