

# Executive Staff Assistant Cover Letter

6059 Buford PlainsPort Selinaport, VT 71810-7801

**Dear Reese Swaniawski,**

I am excited to be applying for the position of executive staff assistant. Please accept this letter and the attached resume as my interest in this position.

In the previous role, I was responsible for support to the Operations Manager for department events, workshops, conferences, student hires, record keeping, overall operations of department office.

Please consider my experience and qualifications for this position:

- Client facing experience with relevant supervision
- Demonstrated knowledge and success at the development and communication of professional correspondence
- Demonstrated knowledge and experience with office automation equipment, including phones, computers and related software, including Microsoft Word, Excel, PowerPoint and other presentation software and Outlook
- Other administrative tasks (i.e., filing, preparing documentation) as assigned
- Participate in developing and implementing department goals, objectives, and systems
- Actively participates in team and University meetings
- Supports the President & CEO in daily business operations and manages related tasks and issues within the organization
- Serve as the key link in the organization to drive special project activities across the brand/Group and respective functions

**Thank you in advance for reviewing my candidacy for this position.**

Sincerely,

Peyton Hoppe