

Executive Support Cover Letter

1591 Andera GlenWest Marge, AZ 47313

Dear Stevie Blick,

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

Previously, I was responsible for support for the following list of technologies and systems: Active Directory, Google Apps (GSuite), Zoom, Slack, Bitium, Duo, mobile devices, WiFi, etc.

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

- Experience with day-to-day operations, maintenance and service delivery activities for the assigned area of responsibility
- Advanced understanding of desktop support technologies including Microsoft Windows, Microsoft Office, iOS platforms, McAfee Virus Scan and Encryption
- Mobility Support experience including tablets and iPhones
- Proven experience supporting Executive and Senior Leadership team and collaborate between organizations
- Strong knowledge of ITSM/Remedy
- Experience researching, testing and implementing advanced solutions for Senior Leadership / Executive Community
- Similar experience in an EA/PA role
- Experience in a financial services company or similar organization

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

Sincerely,

Zion Bogisich