

Manager, Executive Assistant Cover Letter

3589 Lindgren WalkNorth Emilio, MS 59115-8000

Dear Baylor Rempel,

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

In my previous role, I was responsible for logistic support to departmental student recruitment and retention activities in coordination with faculty and department chairs.

Please consider my qualifications and experience:

- Dynamic, resourceful, passionate personality with a strong customer service/team mindset
- Ambitious leader, a coach and business driver
- Experience in strategic planning, managing operational business plans and budget
- Previous experience in administrative role and/or hotels, preferred
- Telephone etiquette skills needed and comfortable with interaction with guests and the public
- Demonstrable commitment to advancing diversity, equity and inclusion
- Proficiency in social media, website navigation and online research or a willingness to obtain such training immediately upon starting the job
- Exemplary level of attention to detail

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

Sincerely,

Avery Buckridge