

# Senior Executive Assistant Cover Letter

25476 Loreen WellReichelside, MN 53395

**Dear Tatum Willms,**

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

In my previous role, I was responsible for regular updates to department when changes/updates occur to any Company policies and procedures.

Please consider my qualifications and experience:

- Excellent office management and project management skills
- Can assume responsibility without direct supervision, exercise good judgment, and quickly change direction
- Collaborate with larger Executive Assistant support team, provide back up support where needed
- Advanced Microsoft Outlook Calendar
- Self starter who can work on multiple projects simultaneously with little oversight
- Take ownership in meeting planning and preparation work needed, , drafting agendas and broader communications
- Manage business travel arrangements for various individuals within the department
- Coordinate activities and projects across departments and follows up to ensure that requests are carried out

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

Sincerely,

Rory Windler