

# Brett Stevens

Main Street, Any Town, Any Country, and E: [brett.stevens@yahoo.com](mailto:brett.stevens@yahoo.com), T: 000-000-000

29<sup>th</sup> AUG 2017

Mr. Chandler  
Hiring Manager  
Executive Assistant Position  
XYZ Company  
Frankfort

Dear Mr. Chandler

It is with great interest that I respond to your recent advertisement in XYZ Company for an Executive Assistant. I believe my career experiences and skills make me uniquely qualified for this opportunity.

My three years of hands-on experience in the secretarial arena along with my extensive knowledge of current business trends makes me an exceptional candidate for this job. I am proficient in planning and executing a range of administrative services independently such as calendar management, meetings coordination, internal communication, filing work, event management and travel arrangement.

Highlights of my experience include:

- Managing multiple high-priority projects with competing deadlines
- Creating reports, spreadsheets, budgets and PowerPoint presentations
- Coordinating executive travel, schedules and calendars
- Demonstrated capacity to develop and maintain comprehensive administrative processes that improve the efficiency of day-to-day operations.
- Knowledge of computer operations including all Microsoft Office applications, proprietary software systems and Internet research.

Please refer to the enclosed resume for details of my skills and abilities.

I will call you to see if you have received my application, and possibly, to setup an interview date and time. Meanwhile, I can be reached at (000) 000-0000 or via email at ([brett.stevens@yahoo.com](mailto:brett.stevens@yahoo.com)).

Thank you for your time and consideration and I look forward to speaking with you soon.

Sincerely,

Brett Stevens