**EXECUTIVE ASSISTANT COVER LETTER**

Robert Adame  
4262 Walnut Hill Drive  
linkedin.com/in/radame

 5 August 20XX

Joel Ozment  
Head of Human Resources  
Korn Ferry  
621 SW Alder St.  
Portland, OR 97205

Dear Mr. Ozment

As a recent college graduate with strong analytical skills, attention to detail and organizational skills, I would like to apply for the position of Executive Assistant at Korn Ferry. I have known of Korn Ferry’s outstanding reputation as the leading global organizational consulting firm and am committed to providing excellent high-level support to designated senior leaders.

In the job ad you posted on Indeed, you say you’re searching for candidates who demonstrate a track record of sound judgment and professionalism. During my studies, as a volunteer, I managed and coordinated the Moot Court at Georgetown University and was responsible for planning the travel schedules, both domestic and international, for all participants.

I served as the central point of contact for all administrative inquiries for over 200 participants. It was a quick-paced atmosphere where I needed to adjust to many different variables for planning and scheduling while ensuring a high level of confidentiality for all members regarding their bank details. This experience prepared me for working in a role requiring excellent communication and organization skills, along with a high level of sound judgment and professionalism.

In addition, I helped prepare and submit bi-weekly accurate expense reports for leaders, showing utilization time allocated to each engagement. I also created many PowerPoint presentations and other business documents in preparation for all events during this three month period.

Although there were many unknowns to take into account when it came to scheduling, I succeeded and was given the role throughout my four years at Georgetown. I am positive this experience has prepared me to succeed in an executive assistant role at Korn Ferry.

I would greatly appreciate the opportunity to further discuss your team’s objectives and demonstrate how my problem-solving, communication, and organizational skills can translate into excellence for your company.

Yours sincerely,

Robert Adame  
216-408-0305