**EXECUTIVE ASSISSTANT COVER LETTER**

Dear Ms. Smith:

Upon learning of your need for an Executive Assistant, I felt compelled to submit my resume for your review. As an ambitious and dedicated professional with 14+ years of experience providing comprehensive administrative and operational support to C-level personnel, I am confident that I would be a valuable asset to your team at Morgantown Industries.

My expertise lies in coordinating and leading administrative and operational functions for senior-level staff and department directors. Backed by superior communication and multitasking capabilities, I excel at providing exceptional organizational and time-management skills and driving optimal office efficiency and success.

Highlights of my experience include:

* Overseeing scheduling, meeting coordination, calendar management, travel arrangements, budgeting, project management, and records maintenance, ensuring adherence to organizational procedures and policies to ensure outstanding productivity and performance.
* Interacting effectively with cross-functional departments to streamline operations and achieve business success in fast-paced environments.
* Balancing multiple tasks within deadline-driven atmospheres while providing top-level customer service and maintaining strict attention to detail.
* Earning consistent recognition by staff and peers for unparalleled interpersonal and communication talents as well as exceptionally positive and uplifting demeanor.
* Possessing an extensive technical skill set—including proficiency in Microsoft Office Suite, Adobe InDesign, and QuickBooks—as well as a propensity for quickly adapting to new technological programs and systems.

With my proven commitment to delivering the highest level of executive-level administrative support, I am well prepared to extend my record of exceptional service to your team at Morgantown Industries. I would welcome the opportunity to discuss this position and my qualifications with you further.

Thank you for your consideration.

Sincerely,

Carol O. Gess