**EXECUTIVE ASSISTANT COVER LETTER**

Jamison Banks
Phone:777 234 1791

March 5, 20XX

HR manager
SPIN INC
433Bunyard
Houston, Tx 89654

Dear Black,

I am delighted to be applying for an Executive Assistant position as advertised on your company website. I recently graduated from Texas State University, where I majored in Finance and Business Administration. I have kept track of the growth and development of your company even during my time as a student.

I am a good timekeeper, detailed oriented, and resourceful. During my time as a student, I was responsible for organizing and scheduling annual teleconferences between students from our university and Chicago state university; therefore, I am proficient in using web conferencing software. I am also trained to use accounting software and project management software like Microsoft Share point.

My goal is to grow my knowledge and proficiency in business technology eventually, and I believe that our combined goals can make the company even more extraordinary. I have attached my detailed resume. I would love to discuss my application further at a convenient time. I appreciate your consideration.

Yours truly,

Jamison Banks