**EXECUTIVE ASSISSTANT COVER LETTER**

**[Date]**

Dear Mrs Stevens

It is with great interest that I respond to your recent advertisement on XYZ for an Executive Assistant. I am enthusiastic about the scope of the position, and I am confident that my experience and abilities closely match your criteria. Please allow me to highlight my skills as they relate to your stated requirements.

* Over six years’ experience effectively supporting executive level staff including the CFO and CEO.
* Efficient management and preparation of correspondence and communications.
* In depth collection, analysis and integration of information.
* Complex scheduling and organizing of meetings, appointments and travel arrangements.
* Proven success in the development and implementation of improved administrative processes.
* A reputation as a self-directed worker who uses her initiative to get the job done in a fast-paced work environment with demanding deadlines.

I believe I can make a positive contribution to your company and I would welcome the opportunity to meet with you for an in-depth discussion. I am available for an interview at your earliest convenience, please contact me via phone or email to arrange a time and date for us to meet.

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

Sincerely

**[Name]**

Enclosure