**EXECUTIVE ASSISTANT COVER LETTER**

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Esther Bova

Head of Customer Experience

McKesson Corporation

2 National Data Plaza NE

Atlanta, GA 30329

Dear Esther,

As someone who recognizes McKesson Corporation as the premier healthcare services and information technology company in the US, I was thrilled to see an opening for an Executive Assistant position with your company. With my 5+ years of experience as an executive assistant, I am confident in my ability to manage complex travel schedules while maintaining a high level of confidentiality for senior level executives for McKesson Corporation.

In the job listing, you state that you’re looking for an executive assistant to manage, adjust and prioritize complex schedules for senior level executives across the company. In my current position with Children's HealthCare of Atlanta, I manage all aspects of scheduling for 5 top level executives and provide assistance to them regarding various administrative duties, including the creation and design of high-level PowerPoint presentations.

I also analyzed the company’s office supply expenditures and negotiated new terms to save a minimum of $10 per ream of copy paper. My changes helped bring administrative costs down 28% through a five-year period. I’m sure this experience will result in similar results for McKesson Corporation.

I am impressed with how McKesson partners with health care actors across the spectrum of care to build healthier organizations that deliver better care to patients in every setting. Being part of your team and continuing to help with this mission would be a dream opportunity for my career development.

Can we schedule a meeting or a call to discuss solutions for reducing administrative costs at McKesson while maintaining the schedules of your top executives?

Thank you,

Laura Hamm

678-761-4386