**EXECUTIVE ASSISSTANT COVER LETTER**

Dear Mr. Sanderson,

Helping my previous boss to notice an error in a $3.5m contract that saved our company $300k in erroneous penalty fees exemplifies my approach to being an executive assistant.

Alongside my contractual duties of arranging travel, coordinating meetings, preparing presentations and checking spreadsheets, I endeavor to understand the granular detail of any situation so that I am able to add value in unexpected places. I am three years into my construction career, so there is still much to learn, but I approach each day with a fresh perspective and willingness to get involved in things that I don’t yet understand.

A move to a larger company would mean an increase in exposure to different situations, more industry experts to learn from and more responsibility to take on. My previous CEO said in my annual review: “Sara can be relied upon to do the right thing in any situation, is fiercely independent and impressively creative.” I view my executive assistant role as a springboard to a commercial position and understand that being EA to the Commercial Director will enable me in that career path.

I have assisted with a number of commercial projects previously:

* Coordinated a supplier conference to discuss operational & process improvements.
* Represented the company at trade shows – introducing 60+ new customers in 2 years.
* Led a project to reduce admin expense and time – saving over $250k in various ways.

I am a dedicated and reliable member of the leadership team, always considering the needs of others as well as my direct manager. I am looking for a boss who is supportive of growth and who will give me a little bit more work than I can handle. I have many examples of thriving under pressure and would look forward to discussing them at an interview.

Sincerely,

Terry Weber