**EXECUTIVE ASSISTANT COVER LETTER**

Dan Jacobs  
Administrative Assistant

February 13,20XX

HR Manager  
Global Solutions  
California, Ca 24567

Dear Mrs. Brown,

I have for a long time admired the work that takes place at Global solution, and I recently learned of your need for an Executive Assistant in an online advertisement. I am currently looking for a challenging, insightful, and engaging role.

I am creative, ambitious, and driven, and I believe that my eight years of experience as an Administrative Assistant qualify me for the position. In addition, I have used my excellent communication skills, time management skills, and multitasking abilities throughout my career to improve office efficiency in the company I work for.

I am currently responsible for scheduling meetings, managing the calendar, travel arrangements, and the budget. I am also responsible for drafting and proofreading presentations. During my time, I have been able to reduce our inflated budget by 45% by managing cuts in some sectors of the company.

My experience and outstanding work ethic will exceed your expectations. I welcome any opportunity to meet and discuss my application further with you. You will find my CV attached at the back of this letter.

Thank you for your consideration.

Sincerely,

Dan Jacobs