**EXECUTIVE ASSISSTANT COVER LETTER**

Chloe Rodriguez

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Dear Mr. Van Allen

As a high-performing Executive Assistant, I read your posting for a new Executive Assistant with interest. My experience aligns well with the qualifications you are seeking at Van Allen Furniture, in particular my role as Executive Assistant at PRA Architects, and I am certain I would make a valuable addition to your organization.

With eight years’ experience as an Executive Assistant, I am adept in research and meeting support as well as document, report, and presentation development.

Moreover, while my on-the-job experience has afforded me a well-rounded skill set, including first-rate writing and organization skills, I excel at:

* Developing improved data management and calendar systems.
* Routing vital documents promptly to ensure no issues arise.
* Creating expense reports, trend analysis, and presentation that facilitate executive decision-making.
* Planning complex events and project meetings.

In addition to my experience and personal qualities, I have a solid educational foundation and a passion for executive administration and support. I am extremely enthusiastic about Van Allen Furniture’s focus on the high-end market and would welcome the opportunity to contribute to your ongoing success.

Please review my attached resume for additional details regarding my expertise and career achievements. I will follow up to request an appointment to discuss how my experience and background meets your needs.

Thank you for your time and consideration.

Sincerely,

Chloe Rodriguez