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Ms. Jane Doe
General Industries
Street address
City, ST ZIP

Ms. Doe:

I am responding with interest in the Executive Assistant position advertised in Sunday's New Times. As a seasoned professional with a 5-year proven track record in supporting senior-level executives, I think you'll find that I'm a solid candidate for the position. I am presently looking for an opportunity to contribute to a progressive and customer-focused organization like General Industries.

Currently I support the Senior Vice President of Operations of XYZ Inc. at our corporate headquarters in Houston, TX. In my 3-year tenure here, I have been responsible for arranging extensive domestic and international travel arrangements, generating complex reports regularly with MS Excel, coordinating all department meetings both on and

offsite, and serving as an Operations department liaison to all other areas of the organization. Additionally, I oversaw a large-scale conversion of over 100 paper ordering forms to online ordering tools. With the assistance of our technical support team, I managed this project that reduced fill errors by 32% and saved over \$18,000 in printing expenses. Previously I reported to the VP of Marketing at PDQ Enterprises. There I supported a busy department of eight in all aspects of administration.

It's a priority of mine to bring a high-level of polish and professionalism to every position I undertake. With advanced desktop software skills, written and verbal communication strengths, and the ability to handle a multitude of competing projects simultaneously, I feel I could play a valuable role in the success of your organization.

If you have any questions regarding my qualifications or would like to speak with me personally, please don't hesitate to contact me at (713) 555-5555. I look forward to discussing the position with you at your earliest convenience. Thank you for your time and consideration.

Sincerely,
Jane Smith