

Jane Smith
Street Address
City, ST, ZIP
(555) 555-5555
janesmith@emailaddress.com

January 1, 2008

Mr. John Doe
General Industries
Street Address
City, ST ZIP

Mr. Doe:

Thank you so much for taking the time to discuss the Executive Assistant position with me this morning. Supporting a dynamic CEO like Mr. Jennings would be a truly inviting challenge.

Given my extensive background supporting senior-level executives for over five years, along with my proven ability to juggle multiple tasks with no supervision, I feel I would be a valuable asset to Mr. Jennings' continued success.

I'm particularly interested in the challenge of working with such a diverse Board. My experience of heading our Rewards and Recognition Committee for the last year has provided me the opportunity to hone my skills as a corporate diplomat.

If you have any further questions or need additional information for my application, please don't hesitate to call. I look forward to hearing from you. Thank you again for your consideration.

Sincerely,