

Roberta Robertson

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Cecily Cecilson
EEE Corporate Holdings
123 Your Street,
Houston, TX 12345
(123) 456-7890
example@youremail.com

[month, day, year]

Dear Ms. Cecilson,

As the personal assistant to my current organization's CFO, Shelly Shelbert, I am proud to say I have freed up many hours of her time each week while making the connections that let her thrive in her role. I hope for the opportunity to support your company's CEO in a similar manner.

I have eight years of experience, during which time I have shown an attention to detail and high interpersonal skills combined with confidentiality and professionalism. Those traits have helped me achieve professional successes such as:

- Appointed to keep meeting minutes during executive-level strategy discussions
- Scheduled 17 international trips for Ms. Shelbert in the past calendar year alone
- Coordinated appointments between Ms. Shelbert and internal and external points of contact, including executives of partner organizations

I am drawn to EEE Corporate Holdings because of both your firm's long history of success and your CEO's reputation as an innovator. At your convenience, I'd be honored for the chance to speak with you regarding how I can support your CEO. I hope to hear from you soon.

Best regards,

Roberta Robertson, B.A.

P.S. Ms. Shelbert has called me a "miracle worker" on more than one occasion, and I'd love to discuss why!