

Zoey McGregor

example@myemail.com | (098) 765-4321
456 My Street, San Diego, CA 76543

Jason Smith

Times Style Corporation

123 Your Street,

Houston, TX 12345

(123) 456-7890

example@youremail.com

[month, day, year]

Dear Mr. Smith,

In my current role as a personal assistant to Mr. Taylor, CEO of ABC Technologies, I have acted as a gateway between him and his executives at all times, ensuring that he can focus on important tasks. Over the past year, I have increased Mr. Taylor's productive time by 9%.

I have 15 years of experience as a personal assistant in the technology industry. Over the years, I have worked in local and international offices. I understand that you plan to move your office to Japan in the next few years to increase your global footprint. I have worked in Japan and speak Japanese fluently, which I believe will make me an asset to your team at Times Style Corporation.

Some of my career highlights include:

- Assisting in moving 15 executives and their families to Japan for two years
- Planning travel arrangements for 100 complete national and international trips for executives at ABC Technologies
- Boosting workplace efficiency by introducing 10-minute meeting limits across the company.

I would love to discuss how I can take the load off your shoulders as your new personal assistant.

Kind regards,

Zoey McGregor

P.S. I would love to discuss how I can lower your daily office costs.