

ROBERTA ROBERTSON

Personal Assistant
123 Number Ave.,
Washington, DC 20009
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(123) 456-7890

March 1, 2024

Cecily Cecilson
Hiring Manager
EEE Corporate Holdings
111-222-3333
c.cecilson@eeech.com

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'd be honored to speak with you at your convenience about how I can support your CEO. I hope to hear from you soon.

Best regards,

(Insert Signature Here)

ROBERTA ROBERTSON