

Zephaniah Hewitt

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Madina Dodd

Dell

123 Your Street,

Houston, TX 12345

(123) 456-7890

example@youremail.com

[month, day, year]

Dear Ms. Dodd,

Last year, I overhauled the scheduling system for executives at my company, reducing appointment errors by 87% over just two months. I hope to display the same exceptional organizational ability and talent for building robust systems as an executive assistant at Dell.

As a dedicated assistant with over two years of experience, I'm drawn to the challenge of supporting executives for a global brand like Dell. I would relish the chance to contribute to Dell's reputation for innovative technology. My recent achievements include:

- Leveraging knowledge of company policy to pre-draft responses to queries, saving each executive around two hours per week
- Earning a client satisfaction rating of 99.8%, with feedback forms citing my professionalism and clear communication style
- Managing, mentoring, and developing a team of five junior admin assistants

I would like to attend an interview to explore how my outstanding multitasking ability and time management can facilitate Dell's crucial business activities. Please get in touch to arrange an appointment.

Sincerely,

Zephaniah Hewitt