

Patience Fenton

example@myemail.com | (098) 765-4321

456 My Street, San Diego, CA 76543

Clara Marquez

Hooverwood

123 Your Street,

Houston, TX 12345

(123) 456-7890

example@youremail.com

[month, day, year]

Dear Ms. Marquez,

Last year, I created a system to expedite communications among leaders at my firm, saving around five work hours per week. I'm excited to generate similar value as an executive assistant at Hooverwood.

I know that you are looking for a diligent professional with the knowledge and confidence to work independently. As a seasoned executive assistant with more than 14 years of experience, the opportunity to support senior leaders in a fast-moving working environment like Hooverwood appeals to me.

My recent achievements include:

- Leading, developing, and motivating a team of five junior assistants to increase efficiency by over 30% in 2022
- Introducing a calendar system that reduced appointment errors by 87% in six months
- Negotiating with vendors to save around \$5,000 per annual contract

I would like to schedule an interview to discuss how my exceptional time management and committed support can help Hooverwood continue to achieve its aims in 2021. Please get in touch to arrange an appointment.

Sincerely,

Patience Fenton

