

Rachel Cruz

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William Reyes
Hiring Manager
Visionary Leaders Group
(123) 456-7890
wreyes@visionaryleaders.com

September 30, 2024

Dear Mr. Reyes,

I am eager to apply for the Executive Assistant position at Visionary Leaders Group. With over 8 years of experience supporting executives and a knack for keeping everything running smoothly, I believe I would be a great fit for your team.

In my last role at LeadershipHub, I had the privilege of working closely with the CEO and the executive team. I managed their calendars, coordinated meetings, and ensured everyone was on the same page. One of my favorite achievements was implementing a new scheduling system that cut down on conflicts by 30%.

What truly excites me about Visionary Leaders Group is your commitment to innovation and your recent initiatives in sustainability. I admire how you prioritize both cutting-edge technology and corporate responsibility, as seen in your recent [specific project or initiative]. This aligns perfectly with my values and desire to work for a company that makes a positive impact while driving progress.

I'm eager to bring my skills to help your team achieve these goals and I'm confident that my background in leadership support will be an asset to your team. I look forward to discussing how my experience can help drive the success of your executives. Thank you for considering my application.

Sincerely,
Rachel Cruz