

Karen Mendoza
Executive Assistant

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Maria Santos
Hiring Manager
VisionTech Solutions
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Dear Ms. Santos,

I am excited to apply for the Executive Assistant position at VisionTech Solutions. With over 5 years of experience supporting senior executives, I have honed my organizational skills to manage tasks efficiently and ensure smooth daily operations.

In my previous role at XYZ Corp, I successfully coordinated complex schedules for multiple executives, managing over 100 meetings each quarter. I also planned and organized large-scale events, ensuring that every detail was handled with precision. My ability to prioritize tasks, even under tight deadlines, helped reduce scheduling conflicts by 20% and improved overall office efficiency.

What excites me about the Executive Assistant role at VisionTech Solutions is the chance to contribute to a company known for innovation and growth. Your recent partnership with [specific company or industry] and your commitment to [specific initiative or product development] align perfectly with my passion for being part of a forward-thinking, dynamic company.

I am confident that my strong organizational skills will let me manage executive calendars, coordinate travel arrangements, and handle key administrative tasks with ease. I take pride in being proactive and solving problems before they arise.

Looking forward to hearing from you soon, and thank you for considering my application.

Warm regards,
Karen Mendoza