

Consolata Kyalo

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Hiring Manager

Ford Motor Company

Dear Hiring Manager,

I'm excited to apply for the Executive Assistant position supporting the Chief Data, AI, and Analytics Officer and the Chief Technology Officer at Ford Motor Company. With years of experience providing high-level administrative and executive support, I've developed the ability to stay two steps ahead, manage demanding schedules, and ensure leaders can focus on strategy while I handle the details behind the scenes.

I'm highly skilled in calendar management, meeting coordination, and travel logistics across time zones, with a strong grasp of tools like Microsoft Office, Google Workspace, and Teams. In my previous roles, I've managed confidential communications, organized complex events, and streamlined workflows that improved team efficiency. I take pride in being proactive, dependable, and composed under pressure — especially when managing shifting priorities or tight deadlines.

What draws me most to this role is Ford's commitment to innovation and leadership in technology and data. I'm motivated by environments where precision, trust, and collaboration are valued, and I would be proud to contribute my organizational and communication strengths to support Ford's mission.

Thank you for considering my application. I would love the opportunity to discuss how I can support your leadership team and bring structure and calm to a fast-paced, evolving environment.

Warm regards,

Consolata Kyalo