Patrícia Matos

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***Sword Health***

Porto

*Date: June 2023*

*Subject: Executive Assistant*

**Esteemed Hiring Manager(s):**

hi, I'm Patrícia!

I'm reaching out to express my interest in the “Executive Assistant” position, as listed on LinkedIn.

To make this easier to read, i'm going to answer the two basic questions:

***Why am i so eager to work at Sword Health?***

As someone with a relative who had experienced recurring chronic pain, I can relate on a personal level with Sword Health’s mission to liberate people from physical pain. That Sword utilizes technological innovations via digital musculoskeletal care is what really fires my imagination, because I can absolutely see how your platform would help someone in my grandmother’s situation, and the many ways in which it would be more effective than traditional standards of care. It would be a privilege to dedicate my skills to a company with this as its core mission statement, and help to realize the vision of such a global, forward-thinking, innovative company.

Also, i do thrive better working in dynamic, fast-paced environments, where I can interact with multiple people and contexts, and learn everyday.

***Why should you consider me for this position?***

To achieve Sword’s goals requires the input of effective and motivated people, with a strong eye for detail. Any enterprise in this early, high growth stage of development needs individuals of the utmost dedication and discretion.

I believe I am one of those people.

My skills developed through self-directed scientific research have given me the time-management approach relevant to calendaring, diary prioritization and delegation of tasks.

Creating commemorative creative content ahead of deadline and within budget, has given me a natural attentiveness that would be readily applicable to the many tasks involved in executive support - I am completely comfortable managing multiple agendas, travel itineraries, and expenses. There is no way of making content creation a profitable venture without these competencies!

Fluency in a range of software platforms has naturally been key, and has benefited me with project management and, indeed, making space for creativity in my working process.

I also have experience in language tuition online, to foreign students, a venture where I created my own successful didactic material in Microsoft PowerPoint and Word. In the course of my professional path, I had the chance of curating exhibitions as well as organizing and hosting events, including the promotion on social media and news channels, besides sending out invites (and inviting politicians, presidents and company CEOs and other leaders presentially). In addiction, I had the chance to give short speeches and presentations, and also talk to the press.

Given my unique background - that, on one hand, intertwines objectivity and eficacy with creativity, and, on the other hand, provided me with diverse perspectives and thus versatility and adaptative capacities - I firmly believe I could make a real contribution to Sword Health’s mission.

Students, colleagues and clients I’ve work with across the various contexts, fields and functions would describe me as sympathetic, empathetic, at ease in communicating with others in a variety of circumstances, autonomous and proactive and yet very comfortable and happy to cooperate in teams.

I would appreciate an opportunity to get to know you better, and to show you how well I can perform for you.

Thanks so much in advance for your attention.

Best regards,

Patrícia Matos