

# ANNA GOETZ



## Executive Assistant

13 May 2023

### CONTACT

 Snoveien 10, 1363 Høvik

 +47 912 66 500

 annagoetz87@outlook.com

 [www.linkedin.com/in/anna-goetz-29294b199](https://www.linkedin.com/in/anna-goetz-29294b199)

 [https://annagtz2022.github.io/portfolio\\_DNV/](https://annagtz2022.github.io/portfolio_DNV/)

### PERSONAL DETAILS

#### Date of birth

01.06.1987

#### Marital status

Married

### REFERENCES

Available upon request

Please feel free to browse my portfolio.

[https://annagtz2022.github.io/portfolio\\_DNV/](https://annagtz2022.github.io/portfolio_DNV/)



Dear Hiring Manager,

I am writing to express my strong interest in the Executive Assistant position at DNV. With a passion for technology, a diverse skill set, extensive expertise, exceptional communication abilities, a positive attitude, and a results-driven approach, I am confident that I would be an excellent addition to your team.

Throughout my career, I have excelled in various financial tasks and gained valuable experience providing comprehensive administrative support in dynamic work environments. Additionally, I would be happy to provide further details about my career decisions during a personal interview, if desired.

Based on the responsibilities outlined in the job description, I believe my strong administrative skills and proficiency in the Microsoft Office package, including Word, Excel, and Teams, make me well-prepared to fulfill the requirements of the Executive Assistant position.

Having lived in Ukraine and Austria before moving to Norway in January 2022, I have developed excellent communication skills and the ability to effectively collaborate with individuals from diverse backgrounds. I am adept at building trusted relationships and fostering positive connections with colleagues and stakeholders.

While my professional experience in Norway may be limited, I have gained valuable experience through volunteer work at the Embassy of Ukraine in the Kingdom of Norway and assisting in translating from English to Ukrainian for the Historical Museum. These experiences have further honed my language skills and meticulous attention to detail.

As a current holder of a residence card in Norway, I am genuinely excited about the opportunity to join DNV's team. DNV's reputation as the world's leading classification society and its commitment to advancing safety, sustainability, and performance in the maritime industry align perfectly with my professional goals and aspirations.

Thank you for considering my application. I would welcome the opportunity to discuss my qualifications further with you and explore how my skills and experience can contribute to the success of DNV.

Sincerely,

Anna Goetz