

Juan-Bernardo Rivero

Your Address Line 1

Your Address Line 2

Michael Page Switzerland

Hiring Manager

Company Address Line 1

Company Address Line 2

Lausanne, 15.10.2023

Subject: Application - Executive Assistant

Dear Hiring Team at Michael Page Switzerland,

With over 15 years of experience in business development and project management, I am excited to apply for the Executive Assistant position. My background in strategic planning and stakeholder engagement aligns well with the demands of this role.

I possess strong organizational skills, demonstrated by my ability to manage multiple projects simultaneously while ensuring effective communication across diverse teams. My trilingual capabilities in English, French, and Spanish enhance my adaptability in multicultural environments.

In my previous roles, I successfully integrated new technologies into project workflows, leading to improved efficiency and stakeholder satisfaction. My experience in market analysis and data-driven strategies has consistently resulted in successful business proposals and negotiations.

I am available to start immediately and am open to travel as required. I look forward to the opportunity to contribute to your team.

Kind regards,

Juan-Bernardo Rivero