

# ASHELY MARTIN

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Stebe Gray, HR Manager  
Fang Consulting  
Roseville MN 55113  
555-555-5555  
example@example.com

Dear Mr. Gray,

Upon learning about the Executive Assistant posting with Fang Consulting, I was eager to submit my credentials for consideration. When reviewing the job description, I was excited to see how well my experience and skills gained through my career align with your company's needs and position requirements. From reading your company's website, Fang Consultings' core mission and culture suit what I offer and I am looking to work with as a professional.

As a Lead Administrative Assistant, I have a well-rounded skill set in travel administration and booking. I was able to develop organizational skills to manage multiple calendars and their coordination as well as email and record management, making me an ideal fit for the Executive Assistant position. Further, I am comfortable in fast-paced situations in need of critical thinking and active communication.

My previous roles have strengthened my capabilities in time management and collaboration, including paying attention to detail and accuracy to be able to support a team of 10 coordinators. I am excited at the prospect of bringing my talents to Fang Consulting.

I hope to hear from you, at your earliest convenience, to discuss how my experience and qualifications can prove valuable in the Executive Assistant role.

Thank you, in advance, for your time and consideration.

Regards,  
Ashley Martin