ASHELY MARTIN

Minneapoli,sMN 55406 |555-555-5555|example@example.com

November 16, 2021

Stebe Gray,HR Manager

Fang Consulting

Roseville, MN55113

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55-555-5555

example@example.com

Dear Mr. Gray,

Upon learning about the Executive Assistant posting with Fang Consulting, I was eager to submit

credentials for consideration. When reviewing the job description, I was excited to see how well

experience and skills gained through my career align with your company's needs and position requirem

From readingyour company's website, Fang Consultings' core mission and culture suit what I offer and

looking to work with as a professional

As a Lead Administrative Assistant, I have a well-rounded skill set in travel administration and bookin

was able to develop organizational skills to manage multiple calendars and their coordination as well a

and record management, making me an ideal fit for the Executive Assistant position. Further, I

comfortable in fast-paced situations in need of critical thinking and active communicat

My previous roles have strengthened my capabilities in time management and collaboration, including

attention to detail and accuracy to be able to support a team of 10 coordinators. I am excited at

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

prove valuable in the Executive Assistant role

Thank you, in advance, for your time and consideration

Regards,

Ashley Martin