

**Entry-Level Executive Assistant**

Dear Search Committee,

I am pleased to apply for the position of Executive Assistant at ClearView Corporation. I bring a background in administrative support and a dedication to organizational success to the role.

In my past role as an administrative coordinator I did very well in calendar management, document preparation, and internal communications. I am known for my attention to detail and my ability to proactively solve problems which I believe will add great value to ClearView's leadership team.

Thank you for your consideration. I look forward to the chance to join your team.

Sincerely,

Jenna Smith