

Dear Mr. Bennett,

As an experienced Executive Administrative Assistant with six years of experience, I am dedicated to enabling executives to focus on strategic projects while I handle day-to-day activities with accuracy.

From preparing board meeting packets to coordinating multi-office meetings, I have a proven track record of keeping executive schedules on track and running smoothly. I am most excited about the opportunity to bring my focus to detail and proactive mindset to Zenith Corporation.

Thank you for your time and consideration.

Sincerely,
Alicia Stone