

Dear Hiring Manager,

I'm writing to express my interest in the Executive Assistant to CEO position at Stellar Innovations. After eight years of working directly for CEOs in high-growth environments, I'm a master at reading needs and keeping the wheels turning.

In my present job, I manage a 12-person executive support team, coordinate international schedules, and boast a 98% on-time delivery rate on executive projects.

I would be honored to bring my strategic support capabilities to Stellar Innovations.

Sincerely,

Melissa Park