

Dear Ms. Reynolds,

As an Executive Assistant with over five years of experience serving C-level executives, I am pleased to apply for the Executive Assistant role at Lumina Enterprises.

I possess skills in managing complex travel schedules, handling confidential messages, and coordinating cross-functional teams. At BrightStar Inc., I implemented a new scheduling process that improved executive time management by 25%.

I would be pleased to have a chance to apply my organizational abilities and dedication to excellence to Lumina.

Best regards,

Anthony Davis