

Dear Hiring Committee,

Having been employed for three years as an Office Coordinator at Harmony Tech, I look forward to taking up the in-house position of Executive Assistant.

Having been in my current role, I have established good relationships with the executive team, established how to use our internal communication system, and felt administrative needs every day before they emerged. I look forward to assisting Harmony Tech's continued success even further.

Thank you for looking at my internal application.

Best,
Olivia Grant