

Dear Ms. Allen,

I am writing to apply for the Administrative Assistant position in MetroTech Industries. As a practicing executive support professional and office management specialist with over five years of experience, I have an established track record of operational success and improving the performance of teams.

In my previous role at EastGate Systems, I introduced a new scheduling system that reduced meeting conflicts by 20%. I take pride in designing well-functioning, streamlined areas where leadership teams can focus on their strategic goals.

Thank you for your time and consideration.

Best regards,

Daniel Collins