

Dear Ms. Greene,

I am excited to submit my application for the Senior Executive Administrative Assistant role at Apex Financial. As a seasoned administrative professional with more than eight years' experience providing support to C-level executives, I have built a reputation for discretion, anticipation, and superior organizational capability.

At Baystone Capital, I streamlined executive communications, organized complex travel schedules, and planned board meetings with precision. I am excited to bring my leadership support skills to Apex Financial's executive team.

Thank you for considering my application.

Sincerely,

Olivia Dawson