

PATRICIA CHOPIN
5540 B Street, Bridgeton * Missouri 63044
(314) 555.1697 * patti@anyisp.com

February 22, 20xx

Cassandra Peri, Manager
Divot Delivery Services
1205 Meridian St., Suite 7
Bridgeton, Missouri 63044

Dear Ms. Peri:

Your advertisement for an Executive Assistant indicated requirements that closely match my background and expertise. I have enclosed my resume to provide a summary of my qualifications and background for your review.

Throughout my career as an Executive Assistant, I have maintained the highest performance standards within a diverse range of administrative functions, which is clearly illustrated by my past successes. As Assistant to the Chief Financial Officer of SPTM Systems, Inc., I streamlined operations and reduced costs by consolidating operations and negotiating competitive rates with service providers. Additionally, while serving as an Assistant to a partner of Smith, Inc., I facilitated the implementation of a new promotion strategy that significantly increased the company's profile.

Further qualifications I offer include the following:

- ** Successful track record supporting the efforts of executive-level staff, including CFOs, presidents, and senior partners.

- ** Strong background in all aspects of office management, from scheduling meetings and coordinating travel to overseeing budget and accounting functions.

- ** Demonstrated capacity to develop and maintain comprehensive administrative processes that improves the efficiency of day-to-day operations.

Currently, I am seeking an association with a company that can benefit from my expertise as an executive-level administrative assistant with excellent organizational and communication skills, an outstanding work ethic, and the ability to work equally well in both team-oriented and self-directed environments.

I would welcome an opportunity to meet with you to discuss my qualifications and candidacy in further detail. Thank you for your time and consideration.

Sincerely,

Patricia Chopin

Enclosure