**Jacqueline Doe**

123 Your Address, City, State, Zip Code

(xxx) xxx-xxxx

jacqueline.doe@gmail.com

September 19, 2017

[Hiring Manager’s Name]

123 Your Address, City, State, Zip Code

(xxx) xxx-xxxx

jacqueline.doe@gmail.com

Dear [Hiring Manager’s Name]:

My name is Jacqueline Doe and I’m glad for the opportunity to apply for the executive assistant job at 88Rising. Not only have I accumulated over four years of experience in administrative support, but I am also a huge fan of the artists under your management. When I saw that 88Rising was searching for an executive assistant, I jumped to apply because of the invaluable opportunity to work in an innovative environment, where I am sure to develop as a professional.

At Waxpax Inc, I handled tasks as diverse as managing partner agendas to coordinating communication between the executive, partners, and employees. While at the company, I became the trusted right-hand woman to the executive and protected company interests by upholding confidentiality standards and making tough decisions when the executive was indisposed. The tasks assigned to me required quick reaction and turnaround time, innate problem solving skills, and strong organizational skills.

Furthermore, while at Green Leaf Financial, I was an indispensable member of the team. I planned the company’s travel calendar, cutting back travel expenses by 14%. I also managed the appointment calendar, wrote confidential correspondence, filed expense reports, and organized company parties to boost morale. All of these were important duties that display my money-savvy know-how, attention to detail, and people skills.

After working in more traditional industries, I am stoked for the opportunity to cut my teeth in the new media field. I am sure that under my care, I would make operations run more smoothly, while assisting the executive in ways that allow him to focus more on artistic direction, rather than mundane administrative responsibilities. If you would like to discuss the possibility of me joining 88Rising, please do not hesitate to contact me at (xxx) xxx-xxxx

or by email at jacqueline.doe@gmail.com. Thank you for your consideration, and I look forward to meeting you soon.

Best Regards,

Jacqueline Doe

**[EXECUTIVE ASSISTANT COVER LETTER]**