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Director of Human Resources  
IBM  
1 Broadway  
Center City, NY 22222

Dear Human Resources Professional:

I have never held an Executive Assistant position, so why would you consider hiring me?

The simple answer is that throughout my career I have always approached every role with the mindset that I had to provide my superiors with all the information and tools they may need in any given situation. AND, specific to the position you are seeking to fill, I have spent most of my career in the Technology Industry.

I have very strong organizational skills, and having traveled extensively am very familiar with making arrangements and expense tracking. In nearly every position held, I was recognized for my relationship skills and was often asked to represent the company to clients and business partners. I organized and ran several industry conferences, and as a result, understand the importance of logistics, coordination, and attention to detail.

Thriving under pressure and multi-tasking come naturally to me; I have extremely strong communication skills, both verbal and written, and I am very knowledgeable with Microsoft Office.

By way of introduction, I am an experienced marketing professional. I have a broad background in operations, marketing, industry relations, project management, and technology. Having worked for companies of varying sizes, a consulting firm, two major industry organizations, and an internet programmer, I believe my background is distinctive. I have been involved with two start-up companies as well as the creation of a new department in a very large internet firm, so I understand challenges.

As stated previously, most of my career has been in the tech industry, but much of my work has involved areas that are vital to any company. This includes:

- hiring and managing staff, both for direct line units as well as support units
- cultivating and maintaining relationships with trading partners, member organizations, as well as regulators
- holding the position of Corporate Secretary and performing all the functions required in that role
- supporting internal as well as external customers
- undertaking major projects and bringing them to successful completion
- analyzing business processes and implementing improvements
- managing committees comprised of representatives from companies with differing interests to help work toward a common objective

Attached, please find a copy of my resume. I think my experience and skill set makes me well suited for the position you are seeking to fill and would welcome the opportunity to meet with you.

Sincerely,

*Mary Smith*

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