

# Executive Administrative Assistant Cover Letter

## St, City, State, Zip code

August 06, 2022

**Mr. George Lee**

Senior Director (Human Resources)

ABC Banking solutions

## St, City, State, Zip code

Dear Mr. George:

I am pleased to submit my job application for the position of Executive Administrative Assistant at ABC Banking solutions, as advertised in Daily Times of 4 August. With my Associate's Degree in Office Administration and over two years of hands-on experience in clerical and secretarial capacities, I am positive that my expertise and skills will be beneficial for ABC Banking solutions.

According to the requirements stated in your job description, you need an enthusiastic team player with exceptional capability of managing routine clerical work of your office. Through my work at Little City Foundation, I applied and improved my secretarial abilities that I initially developed during my education. I am highly skilled in organizing meetings, distributing agendas, taking minutes at a variety of organization meetings and sending them to the appropriate attendees. Moreover, I am able to administer a range of executive support tasks in a team environment. Over and above, I possess advanced knowledge of Microsoft Office Suite, Outlook and MS Access.

By virtue of my education, skills and experience, I am sure that I'll be a perfect addition to your team. I look forward a chance of meeting with you and discuss my eligibility for this Executive Administrative Assistant position. I will call you after six days to see if you have received my application. Meanwhile, I can be reached at (123) 456-7890 or via email at (Email). Thank you for taking the time to consider my application.

Sincerely yours

(Signature)

**James Camlin**

Enc. Resume