

May 22, 2009

[Firstname Lastname]

Vice President

[Company Name]

[123 Address Ave]

New York, NY [10001]

Dear Mr. [Lastname]:

I am pleased to enclose my resume in consideration for the Executive Assistant to CEO position posted through your [website.com] website on May 22. As a stellar administrative professional with extensive scheduling and correspondence experience, I feel I am an excellent fit for this position.

With over three years of multi-faceted experience in a worldwide human capital consulting firm, I gained invaluable experience as an integral member of a new department start-up team. Most recently I spent time assessing the customer service and operational skills of travel counselors for the business travel division of a Fortune 100 company.

I am excited to learn more about the retail organization providing this unique opportunity. I look forward to discussing my qualifications and the requirements of the position. I can be reached at [xxx-xxx-xxxx] and [first.m.last@gmail.com]. I will be happy to make myself available for an interview at your convenience. Thank you for your time and consideration for this position.

Warm regards,

Melissa A Purdy

Enclosure: Resume

[AmIMoney – Resume.docx]