

Email

patrick-friedman@email.com

Phone

Philadelphia, PA

From**Patrick Friedman****Executive Personal Assistant****To****Nicole Royce****Fusion Holdings**

Dear Ms. Royce,

I am writing to express my interest in the Executive Personal Assistant position at Fusion Holdings. With over five years of experience in the administrative field and a passion for organization and efficiency, I am confident that I would be an excellent addition to your team.

In my previous role as an Executive Assistant at XYZ Corporation, I was responsible for managing complex schedules, arranging travel plans, and coordinating high-level meetings. Through this experience, I have honed my time-management skills and have become adept at multitasking and prioritizing tasks in a fast-paced environment.

One of my biggest achievements at XYZ Corporation was implementing a new digital filing system that streamlined document retrieval and increased productivity by 30%. This project showcased my ability to think outside the box and find innovative solutions to improve efficiency.

My attention to detail, strong communication skills, and ability to maintain confidentiality were highly praised by my previous employers. I am confident that these qualities will enable me to excel in supporting the executives at Fusion Holdings.

Additionally, I possess excellent technical skills, including proficiency in Microsoft Office Suite and experience with various virtual meeting platforms. I am also comfortable working with different cultures and have experience coordinating international travel arrangements.

As an organized and proactive individual, I am confident that I can handle any challenges that come my way as an Executive Personal Assistant at Fusion Holdings. My ability to anticipate needs and act accordingly makes me a valuable asset to any team.

I am excited about the opportunity to bring my skills and experience to Fusion Holdings and contribute to its continued success. Thank you for considering my application. I look forward to discussing how I can support your team further.

Sincerely,

Patrick Friedman