

Aiko Jones

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Dear Hiring Manager,

I am writing to express my interest in the Executive Assistant position at Innovate Corp. With a Bachelor of Arts in Business Administration and three years of experience as an Administrative Assistant, I have developed a strong foundation in organizational and communication skills that align well with your company's commitment to innovation and excellence.

My background has equipped me with the ability to manage multiple tasks efficiently while maintaining attention to detail. I thrive in fast-paced environments, adapting quickly to changing priorities, which is essential for supporting executives effectively. My proactive approach allows me to anticipate needs and address challenges before they arise, ensuring seamless operations.

In my previous role, I was responsible for coordinating schedules, preparing reports, and facilitating communication between various stakeholders. This experience honed my interpersonal skills and reinforced the importance of clear communication in fostering teamwork—a value that resonates deeply with Innovate Corp's mission.

I am proficient in Microsoft Office Suite and familiar with project management tools that facilitate tracking deadlines and deliverables. Handling confidential information professionally is a priority for me; I understand the trust involved when managing sensitive communications.

I am excited about the opportunity to contribute to Innovate Corp's vision of leveraging technology for operational efficiency. Thank you for considering my application; I look forward to discussing how my skills can support your team's objectives.

Sincerely,

Aiko Jones