
HIRO TANAKA

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Dear Hiring Manager,

I am writing to express my interest in the Executive Assistant position at Global Enterprises. With a Bachelor's degree in Business Administration and over 11 years of experience as an Administrative Assistant, I have honed a diverse skill set that I believe aligns well with the values and mission of your esteemed company.

In my previous roles, I have developed strong organizational skills and attention to detail, which are essential for providing high-level administrative support. My proactive approach has allowed me to effectively manage schedules, coordinate meetings, and ensure timely communication between executives and stakeholders. I pride myself on my ability to handle confidential information with discretion while maintaining organized records that facilitate smooth operations.

Collaboration is at the heart of my working style. My interpersonal skills enable me to build effective relationships across various levels within an organization, fostering teamwork and enhancing project outcomes. Additionally, my adaptability allows me to thrive in dynamic environments while ensuring that all tasks are completed efficiently.

I am particularly drawn to Global Enterprises' commitment to innovation and excellence across multiple sectors. The opportunity to contribute towards delivering comprehensive solutions excites me, as it aligns perfectly with my professional ethos of supporting business growth through effective administrative practices.

Thank you for considering my application for this role. I look forward to the possibility of discussing how I can contribute positively to your team at Global Enterprises.

Sincerely,
Hiro Tanaka