

January 1, 2021

## Jason Smith

HR Manager  
Times Style Corporation  
(987) 654-3210  
jason@timesstyle.com

Dear Mr. Smith,

In my current role as a personal assistant to Mr. Taylor, CEO of ABC Technologies, I have acted as a gateway between him and his executives at all times, ensuring that he can focus on important tasks. Over the past year, I have increased Mr. Taylor's productive time by 9%.

I have 15 years of experience as a personal assistant in the technology industry. Over the years, I have worked in local and international offices. I understand you plan to move your office to Japan in the next few years to increase your global footprint. My work in Japan and fluency in Japanese would make me an asset to your team at Times Style Corporation.

Some of my career highlights include:

- Assisting in moving 15 executives and their families to Japan for two years
- Planning travel arrangements for 100 complete national and international trips for executives at ABC Technologies
- Boosting workplace efficiency by introducing 10-minute meeting limits across the company.

I would love to discuss how I can take the load off your shoulders as your new personal assistant.

Kind regards,

*(Insert Signature Here)*

**Zoey McGregor**