

Patience Fenton

Executive Assistant
Indianapolis, IN 97531
p.fenton@myemail.com
(864) 208-6420
[LinkedIn](#)

April 13, 2024

Clara Marquez
Senior Hiring Manager
Hooverwood
(444) 333-2222
c.marquez@youreemail.com

Dear Ms. Marquez,

Last year, I created a system to expedite communications among leaders at my firm, saving around five work hours per week. I'm excited to generate similar value as an executive assistant at Hooverwood.

I know that you are looking for a diligent professional with the knowledge and confidence to work independently. As a seasoned executive assistant with more than 14 years of experience, the opportunity to support senior leaders in a fast-moving working environment like Hooverwood appeals to me.

My recent accomplishments include:

- Leading, developing, and motivating a team of five junior assistants to increase efficiency by over 30% in 2022
- Introducing a calendar system that reduced appointment errors by 87% in six months
- Negotiating with vendors to save around \$5,000 per annual contract

I would like to schedule an interview to discuss how my exceptional time management and committed support can help Hooverwood continue to achieve its aims in 2021. Please get in touch to arrange an appointment.

Sincerely,

(Insert Signature Here)

Patience Fenton