

# Amelia Pittman

Personal Assistant  
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765-432-1098

**April 21, 2021**

**DWAYNE LAWRENCE**

Talent Specialist  
HireRocket  
(086) 420-8642  
d.lawrence@youreemail.com

Dear Mr. Lawrence,

Last year, I devised a new process for sorting and distributing incoming mail that improved communications efficiency by 43% and earned me the Employee of the Year award. I am excited to demonstrate my organizational and planning abilities as a personal assistant at HireRocket.

With 2+ years of experience providing outstanding administrative support and a reputation as a superb multitasker, I'm attracted to the fast-paced environment at HireRocket. I would relish the opportunity to support your company's mission to innovate in the talent assessment industry. My recent achievements include:

- Collaborating with a team of three colleagues to negotiate favorable accommodation rates, slashing costs by an average of \$25 per booking
- Meeting 100% of task deadlines while supporting up to four senior leaders simultaneously in 2020
- Implementing a new scheduling system that reduced calendar errors by 98% in a single month

Please contact me to schedule an interview at a time that's convenient for you. I look forward to discussing how my talents and experience can help HireRocket achieve its targets in the future.

Sincerely,

*(Insert Signature Here)*

**AMELIA PITTMAN**

P.S. I would love to tell you why I was chosen to help onboard three new hires in March 2021.