

ZEPHANIAH HEWITT

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April 8, 2021

Madina Dodd
Senior Hiring Manager
Dell
(789) 012-3456
m.dodd@youreemail.com

Dear Ms. Dodd,

Last year, I overhauled the scheduling system for executives at my company, reducing appointment errors by 87% over just two months. I hope to display the same exceptional organizational ability and talent for building robust systems as an executive assistant at Dell.

As a dedicated assistant with 2+ years of experience, the challenge of supporting multiple executives for a globally recognized brand like Dell is inspiring to me. I would relish the opportunity to contribute to Dell's reputation for incredible technological advancements. My recent achievements include:

- Leveraging knowledge of company policy to pre-draft responses to queries, saving each executive an average of 2 hours each week
- Receiving a client satisfaction rating of 99.8%, with feedback forms citing my professionalism and clear communication style
- Managing a team of five junior admin assistants and providing ongoing mentorship and professional development

I would like to attend an interview to explore how my outstanding multitasking ability and time management can facilitate Dell's crucial business activities. Please get in touch to arrange an appointment.

Sincerely,

(Insert Signature Here)

ZEPHANIAH HEWITT

P.S. I would like to explain how I saved 25% on hotel accommodation and transportation costs in 2020.