

# Sally Smith

Executive Assistant  
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**April 1, 2021**

**JOHN KLEIN**

Senior Hiring Manager  
AAA Non-Profit Agency  
(345) 678-9000  
jklein@aaaagency.com

Dr. Mr. Klein,

For the last five years, I've helped the CEO of Honor Non-Profit Organization grow the company's donation revenue by approximately 25% per year while slashing in-house expenses an average of 15% annually. I wish to bring the same forward-thinking problem resolution and critical thinking analysis skills to Charity First Non-Profit as your new executive assistant to CEO John Doe.

I regard Charity First Non-Profit's philanthropic efforts of funding exceptional local, regional and global causes while remaining transparent to its donors an impressive feat. I believe that my seven years of charitable executive assistant experience has prepared me to excel in this position as a devoted, capable executive assistant that will:

- Manage multiple high-priority projects with ease and efficiency
- Oversee the day-to-day office operations independently and proficiently
- Handle an annual budget of \$475,000
- Implement essential changes to donation-generation and company expense reduction that yield an immediate 8% improvement and far-reaching results

I'd love to discuss my qualifications and experience in our industry further with you at an upcoming interview. Please contact me for a meeting time that's convenient for you.

Sincerely,

*(Insert Signature Here)*

**SALLY SMITH**

P.S. I can't wait to tell you about my Administrative Excellence in Public Service Award!