

Patience Fenton

Executive Assistant
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April 13, 2021

Clara Marquez

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

Dear Ms. Smith,

Dear Ms. Marquez,

Last year, I spearheaded a project to improve information flow among executives in my company, producing a system that saved an average of five working hours per week. I am excited to demonstrate similar organizational acumen 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:

- Supervising a team of five junior assistants and providing a program of ongoing professional development that increased efficiency by 32% in 2020
- Introducing a new calendar system that reduced appointment wastage by 87% over six months
- Negotiating with vendors to save more than \$5k on the costs of venue hire last year

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

P.S. I would like to explain why I was shortlisted for an OfficeNinjas All-Star Award in 2019.