Some workloads of an executive assistant are to make appointments, handling and arranging files, schedule for trainings and take down minutes of conferences. Here is a sample cover letter for your application for an executive assistant position in a company or institution. Examine the correct format of this sample cover letter.

August 10, 2007

Darryl Holmes

XYZ Outsourcing Company

1111 Oakwood Road,

London, United Kingdom

(878) 098 9900

Dear Mr. Holmes:

Ms. Kathleen James informed me about the vacancy in your company. I was pleasured by how she described your company. Therefore, I would like to express my interest to apply for the executive assistant needed in the XYZ Outsourcing Company.

Based on my past work experiences, I am confident that I am suitable to the executive assistant position. I worked as an executive secretary for one year in a leading pharmaceutical company. I also have several work experiences as clerk and records manager in some institutions.

Please review my attached resume and certificates from the workshops I attended. It will be my pleasure to discuss with you my other skills and knowledge that will be relevant to your company.

Thank you and more powers.

Very truly yours,

Jasmin Lim