Here is a sample cover letter for any position as executive staff. It should be concise and straight to the point. Include your past positions in your work and your achievements in the related field. This will give a positive first impression to your application.

10th September 2007

Britney Anderson

Human Resource Manager

Universal Telecommunications Company,

UK

Dear Ms. Anderson:

Greetings!

I saw your advertisement at the Daily Times, and I hereby would like to express my interest to apply for the position of Executive Manager at the Universal Telecommunications Company.

I believe that my 2-year experience as an Administrative Assistant in a government-owned telecommunications firm is a perfect preparation for the position as an Executive Manager in your company. Aside from this, I have received awards from different organizations and also handled talks and seminars about effective communications skills and the technicalities of telecommunications. I am willing to work in extended hours and even during holidays for emergency meet ups. I am diligent and hard working person that is why I was promoted as an Administrative Assistant in my past job.

Attached is my curriculum vitae and certificates for you to review. I am looking forward for your response.

Very truly yours,

Margareth Williams