



**Janet D. Williams**

*C-Level Executive Assistant*

*Certified Administrative Professional*

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**August 15, 20xx**

Peter Paul  
Chief Executive Officer  
Silverman and Gold Equity, LLC  
440 Financial District, Suite 1200  
Boston, MA 01234

**RE: Executive Assistant to CEO position**

Dear Mr. Paul:

As a seasoned and innovative Executive Assistant with 10+ years of professional experience I have successfully supported C-level executives including senior management teams and board of directors. I am highly organized and adept at leveraging executives' time and have a proactive focus on support. Due to a company transition I am seeking new opportunities and was excited to see your need for an Executive Assistant on your company website. My resume is enclosed for your consideration.

I am a self-starter with demonstrated experience managing all aspects of an executive office. As the right-hand and first point of contact I respond to all inquiries on behalf of the CEO including prioritizing email, drafting and responding to correspondence, preparing high-level briefings and managing complex domestic and international travel. In addition to facilitating logistics for board meetings in the last five years my responsibilities involved with staff training and development, negotiating with suppliers and assist with strategic planning for the organization. I handle confidential and sensitive information with poise and diplomacy and possess a strong work ethic.

**As your Executive Assistant I would bring the following level of expertise and skills:**

1. A Master's degree in education (4.0 GPA).
2. Customer service and effective presentation and interpersonal skills.
3. Planning, scheduling and coordinating advanced meetings & binders.
4. Consistency and high-level of detail, time management and commitment to excellence.
5. Leadership and project management certification.
6. Creativity and advance Microsoft Office.

As requested on your website my annual salary requirement is \$95,000 - \$110,000. I welcome an interview to discuss your needs in details and how I can contribute to the success of Silverman and Gold Equity, LLC. I will contact you next week to schedule a conversation.

Sincerely,

Janet Williams  
Enclosed: Resume

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