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# LAURA MILLER

Some Address, USA | Phone: 222.111.5555 | Email: laura@gmail.com

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<Date>

<Name>

<Corporation>

<Address>

<City, State, ZIP>

Dear HR Manager,

I am writing in reference to your job posting seeking an Executive Administrative Assistant. My experience in providing administrative support to executive level staff, scheduling appointments, maintaining filing systems, performing research, analyzing market trends, liaising with customers, and handling a broad range of administrative activities makes me an exceptional choice. I offer the attached resume for your review.

During my tenure, I effectively performed in collaborative and individual contributor roles, by providing excellent proactive communication, quick problem resolution, and customized strategies. From preparing business documentation, composing correspondence, preparing agendas, minutes, reports, and presentations, I excelled in the budget preparation, income, and expense accounts monitoring. I have the ability to exhibit confidentiality in handling information that may impact the entire organization and provide leadership in the areas of vendor management, maintenance of crucial employee data, records management, data control, integrity, and analysis.

The following highlights of my career include:

- In 2016 I defined a Service creation for executive event furniture rental granting the profit maximization
- In 2015 I was in charge of back office and organizational details for Milan 2015 Universal Exposition
- In 2012 I developed a new project for reducing costs and increasing service level insurance coverage for corporate fleet reducing
- In 2010 I was in charge of all organizational and logistics details of Shanghai 2010 Universal Exposition for Italian pavilion
- In 2009 I worked with management team to make a new multidimensional organization chart to improve company efficiency

I will be grateful to have the opportunity to meet with you in the near future so that we can discuss the prospects of our association. Thank you for the time and considering my application. I hope to hear from you soon.

Sincerely,  
Laura Miller