

Name and City
Contact information (email and number)

January 1, 2021

Company Name - Title of job applying for

Dear name of contact and/or hiring committee,

(paragraph unique to position and company applying for) EXAMPLE - I greatly enjoyed reading about Company Name and its dedication to employees and clients. The core value that I found most interesting is *inspire a boundless future of work*. This is more important than ever and truly inspiring to read about a company that is focused so passionately on creating this for our future. I have the required experience and would greatly appreciate the opportunity to be considered for the role.

NEXT HIGHLIGHT facts from previous positions that relate to position applying for. EXAMPLES:

- As the job requires - I am a self-starter, supportive and humble leader and a team-oriented dedicated professional partner with 10 years of experience:
 - While working at COMPANY of past employer I was the assistant to manager of Finance for two years and the assistant to the Vice President for three years. It was not only necessary to have the ultimate discretion, but also necessary to communicate with team members in a professional and respectful manner while being trustworthy so directors, community members, and coworkers would feel comfortable discussing certain confidential matters with me to relay to my boss and/or with me in the room. By being a partner to my managers they were able to delegate certain duties to me and it was a true privilege to have their support and the trust of others.
 - As a self-starter, I have written procedure manuals, created time-saving processes, and presented these topics to small groups. I pay close attention to detail. I have knowledge of several computer programs and office procedures
 - I take pride in being a good listener and communicator. In the workplace (virtually or in person) having a balance of compassion and professionalism creates solid working relationships with not only team members but throughout the company and with external vendors, customers, and clients.
 - As a department main contact, staff council president, and committee chair I value the leadership and collaboration with counterparts at varied experience levels.

(RELATED TO POSITION APPLYING FOR): Highlighted skills: Microsoft Office programs, Google, customer service focus, database maintenance, excellent time management and organization, grant proposals and professional executive level documents, travel planning, agendas, detailed itineraries, Salesforce, calendar maintenance, department level onboarding and training coordination.

The past year has created several learning opportunities including self-paced online courses *Business communication writing* and *Advanced CRM programs*, expanding my knowledge of Salesforce and business proposal writing.

I appreciate your time and consideration. I look forward to hearing from you.

Sincerely,
Your Name