Annabel Elder

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February 25, 2021

Ms. Catherine Collins

Director

Helping Hands Nonprofit Organization

1234 Sunset Way

Tampa, FL 33605

Dear Ms. Collins:

It was with much interest that I learned, through Indeed.com, about the Executive Assistant position that has opened with Helping Hands Nonprofit Organization.

Your position announcement intrigued me, since many of the qualifications you list are ones I’ve developed as an Executive Assistant to four C-level officers of ABC Enterprises, a global development group. Examples of my skills and experience that align with your requirements include:

* Demonstrated efficiency and accuracy in calendaring and appointment scheduling, travel planning, and in drafting correspondence to project stakeholders.
* Well-versed in coordinating all venue, catering, travel, and entertainment details for large-scale events including fundraisers, stakeholder meetings, and conferences.
* Effectiveness scheduling and supervising office teams of ~5 administrative assistants and receptionists.
* A proactive stance in learning rising administrative and office management technologies, as evidenced by my recent transition of the ABC Enterprises office to a cloud-based communications system.

As part of ABC Enterprises’ community outreach program, I’ve had the privilege of working with Jason Edwards, one of your trustees, and have found him to be a passionate advocate of the good that Helping Hands Nonprofit Organization does for underrepresented groups in Tampa. I would thus welcome the opportunity to use my administrative talents to ensure the smooth running of your initiatives. Thank you for your time and consideration; I look forward to your response and hope to meet with you soon to learn more about the great work you do.

Best regards,

*Signature* (hard copy letter)

Annabel Elder