|  |  |
| --- | --- |
| Vicky Sanders | 555-555-5555  Fairview, PA 16415 16415, Fairview, PA  example@example.com |

Nicole Lewis, Head of Human Resources

IST Management Services

9517 Orchard St.

Fairview, PA 16415

16415, 9517 Orchard St., Fairview, PA

Dear Ms. Lewis,

I have impacted business outcomes for more than five years through effective organization, prioritization, and execution of critical projects. My skills and qualifications are ideal for the executive assistant requirements and will bring immediate value to IST Management Services' goals.

Previously, I exercised a calculated and methodical approach to problem-solving in my executive assistant role. I am independently motivated, yet I appreciate team efforts and collaborate productively within groups. Additionally, I am knowledgeable in business administration and calendar management with proficiency in mail handling and MS Office. On the weekends, I help my family business administrate the office by organizing files and assisting human resources.

Moreover, I executed a record-filing system to improve document organization and management 100% and, when needed, coached new employees on administrative procedures, company policies, and performance standards.

This opportunity is inspiring because my professional goals align with your company's mission and values. I believe my interpersonal, organization, and decision-making abilities will support and drive your continued organizational success.

To demonstrate the scope of my career history and professional competencies, please take a moment to review my attached resume. I appreciate your evaluation of my credentials and subsequent response.

Sincerely,  
Vicky Sanders

**Your contact information:**

Name

Address

Email

Phone number

**Company contact information:**

Company name

Company address

**Professional salutation:**

Direct your cover letter to the manager responsible for hiring decisions. If you don’t know offhand who it is, research the company’s website or make a polite phone call to inquire and get the specific name to use. Generic greetings like, “Dear Sir or Madam,” are not advised! So, if you cannot uncover the person's name, address it to the job title of whom you are trying to reach, e.g., “Dear Warehouse Shipping Manager.”

**Cover letter body:**

The cover letter body is where you make a case for why you should be hired! It should consist of three to four paragraphs.

**The first paragraph** should explain:

* Who you are
* What role you’re applying for
* How you learned of this opportunity
* Why you’re a good fit
* If relevant, any personal connections or recommendations to the company you have

**The second and third paragraphs** should illustrate why you are a solid candidate for the job by building upon your resume and telling a story that will convince someone your skills are strong.

**The final paragraph** should reaffirm your interest in the role, thank the reader for their time, and express interest in meeting to discuss the opportunity further.

**Signature:**

Close with a professional salutation such as “Regards” or “Sincerely” and then type your name.

**Enclosures (optional):**

If you include any additional documents such as your resume or portfolio, it’s best to mention them at the end of your letter.

**For more cover letter help, check out JobHero’s guides:**

[How to Write a Cover Letter Guide](https://www.jobhero.com/career-guides/cover-letter/how-to/write)

[Cover Letter Builder](https://www.jobhero.com/cover-letter/builder)

[Cover Letter Templates](https://www.jobhero.com/cover-letter/templates)

[Cover Letter Examples](https://www.jobhero.com/cover-letter/examples)

[Proper Cover Letter Formatting Tips](https://www.jobhero.com/career-guides/cover-letter/format)