Vicky Sanders

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| Fairview, PA 16415 16415, Fairview, PA | 555-555-5555 | 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