**Jeremiah Wills**
500 Laurel Court
Springtown, AL 25000
*jwills@email.com*
[Insert Date]

**Cynthia Smith**
Director of Human Resources
**All Saints University**
500 College Drive
Summersville, PA 19000

**Dear Ms. Smith,**

As a veteran Executive Assistant, I have been looking for a position that would match my skills with an exciting position that offers opportunity for personal growth. I was pleased to see **All Saints University's** February 3rd announcement seeking an Executive Assistant to the Dean. I received my bachelor's degree in business administration at the University in 2005. With over ten years of experience in executive administration, I have the experience and skills necessary to perform the highest quality work for the University.

I began working for my current employer, **Tracewell Community College**, in 2012. This is a community-based higher education institution serving approximately 4,000 students. In my role as Executive Assistant to the Director of Admissions, I have played a key role in ensuring the timely and correct delivery of admissions and acceptance materials, correspondence, and telephone communications with applicants. I represent the college at college fairs and recruiting events, and prepare cross-departmental schedules for recruitment in music, arts, and athletics.

One of the challenges that presented during my time at **Tracewell Community College** was the college’s system-wide switch to a new applicant and student information tracking and content management system. Not only was I responsible for quickly learning the new system, but was also tasked with creating backup databases and training other administrative staff on use. We were able to successfully deploy the new system without any data loss and 30 days ahead of schedule.

I possess high-level office administration skills, including **typing over 85 words per minute** and having superior Microsoft Office knowledge. Career development has been a keen interest of mine, and I have taken advantage of seminars and online classes to develop my assets. I have taken ongoing coursework in Google Slides for presentations, advanced Photoshop, QuickBooks, and various email campaign management tools.

I am interested in the current opening at **All Saints University** for the unique challenges it offers in working with multidisciplinary teams and more interaction with the student population. My background in admissions has helped me hone my public relations skills and my ability to communicate effectively with university departments. While bringing over ten years of experience in executive administration, I also can offer the University a strong understanding of higher education and industry best practices.

Warm regards,
[Insert signature]