Bruce Applicant

123 Main Street, Anytown, CA 12345 · 555-555-5555 · bruce.applicant@email.com

September 1, 2018

Jimi Lee

Manager

Acme Finance

123 Business Rd.

Business City, NY 54321

Dear Mr. Lee,

I am writing to apply for the position of executive assistant, as advertised on Indeed. I was excited to see the job opening due to my several years of experience in the field. I was as an administrative assistant in financial services before taking a position as an executive assistant at a luxury automobile company.

In addition to my administrative and executive assistant skills, I have strong customer service and communication skills, especially in the written form. At my last job, I rewrote much of the company's website copy, which was acknowledged by my manager’s superiors.

I have attached my resume for your review. I look forward to hearing from you about this exciting opportunity. You can contact me by e-mail at bruce.applicant@email.com or through my cell phone at 555-555-5555.

Sincerely,

﻿Bruce Applicant (signature hard copy letter)

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