

# PATRICIA CHOPIN

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Cassandra Peri, Manager  
Divot Delivery Services  
1205 Meridian St., Suite 7  
Bridgeton, Missouri 63044

Dear Ms. Peri:

Your posting for an Executive Assistant indicated requirements that closely match my background and expertise. I have enclosed my resume to provide a summary of my qualifications and background for your review.

Throughout my career I have maintained the highest performance standards within a diverse range of administrative functions, which are clearly illustrated by my past successes. As Assistant to the Chief Financial Officer of SPTM Systems, Inc., I streamlined operations and reduced costs by consolidating operations and negotiating competitive rates with service providers. Additionally, while serving as an Assistant to a senior partner of Smith, Inc., I facilitated the implementation of a new promotional strategy that significantly increased the company's brand recognition.

Further qualifications I offer include the following:

- Successful track record supporting the efforts of executive-level staff, including CFOs, presidents, and senior partners.
- Strong background in all aspects of office management, from scheduling meetings and coordinating travel to overseeing budget and accounting functions.
- Demonstrated capacity to develop and maintain comprehensive administrative processes that improve the efficiency of day-to-day operations.

With excellent organizational and communication skills, an outstanding work ethic, and the ability to work well in both team-oriented and self-directed environments, I am positioned to exceed your expectations. I would welcome an opportunity to meet with you to discuss my qualifications and candidacy in further detail. Thank you for your consideration.

Sincerely,

Patricia Chopin

Enclosure