

PATRICIA CHOPIN  
5540 B Street \* Bridgeton, Missouri 63044  
314.555.1697 \* patti@anyisp.com

February 22, 20xx

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

Dear Ms. Peri:

Your advertisement 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 as an Executive Assistant, I have maintained the highest performance standards within a diverse range of administrative functions, which is 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 partner of Smith, Inc., I facilitated the implementation of a new promotion strategy that significantly increased the company's profile.

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 improves the efficiency of day-to-day operations.

Currently, I am seeking an association with a company that can benefit from my expertise as an executive-level administrative assistant with excellent organizational and communication skills, an outstanding work ethic, and the ability to work equally well in both team-oriented and self-directed environments.

I would welcome an opportunity to meet with you to discuss my qualifications and candidacy in further detail. Thank you for your time and consideration.

Sincerely,

Patricia Chopin

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RESUME  
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PATRICIA CHOPIN  
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QUALIFICATIONS SUMMARY  
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Skilled and dedicated Executive Assistant with more than 12 years' experience coordinating, planning, and supporting daily operational and administrative functions.

\*\* Demonstrated capacity to provide comprehensive support for executive-level staff; excel at scheduling meetings, coordinating travel, and managing all essential tasks.

\*\* Proven track record of accurately completing research, reporting, information management, and marketing-support activities within demanding time frames.

\*\* Adept at developing and maintaining administrative processes that reduce redundancy, improve accuracy and efficiency, and achieve organizational objectives.

\*\* Highly focused and results-oriented in supporting complex, deadline-driven operations; able to identify goals and priorities and resolve issues in initial stages.

\*\* Proficient in Microsoft Office Suite (Word, Outlook, Excel, PowerPoint), Visio, QuickBooks; Windows and Mac OS; type 90 wpm with complete accuracy.

KEYWORD SUMMARY

Executive Assistant, Executive Support, Administrative Support, Office Administration, Office Manager, Office Administrator, Research, Customer Service, Time Management, Appointment Setting, Scheduling, Customer Support, Client Relations, Accounting, Budget, Finance, Financial, Documenting, Reporting, Invoicing, Data Entry, Phone Support

PROFESSIONAL EXPERIENCE  
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SPTM SYSTEMS, INC., St. Louis, Missouri  
-- Executive Assistant, 12/2006 to Present  
Provide high-level administrative support to Chief Financial Officer of leading manufacturer of solid-imaging products and solutions with more than \$75 million in annual revenue. Perform a variety of key investor-relations functions, addressing inquiries of current and potential

shareholders, communicating with marketing department regarding investor-relations initiatives, and maintaining investor database. Collaborate with CFO to oversee distribution of financial releases to NASDAQ. Develop spreadsheets to improve and inform quality and risk-assessment initiatives. Prepare meeting agendas and carefully monitor all action items.

\*\* Reduced company travel expenses by \$47,000 within first three months of tenure by identifying cost-effective travel agencies and negotiating vendor contracts.

\*\* Successfully coordinated and hosted numerous client seminars, creating invitations and promotional materials, booking venues, and selecting guest speakers.

SMITH, INC, St. Louis, Missouri

-- Administrative Assistant, 10/2002 to 11/2006

Served as Administrative Assistant for three partners and one principal of financial-services firm with more than 75 locations nationwide. Directed all administrative and project-support efforts. Conducted in-depth business-development research and compiled results for review by proposal team. Created presentations and scheduled all executive-level meetings and travel. Prepared biweekly time, expense, and travel reports. Managed invoicing and billing processes.

\*\* Proactively developed vital competitive analysis process to facilitate implementation of aggressive company marketing strategy.

\*\* Effectively managed license renewal process for all financial service representatives.

CONSOA, LTD., Bridgeton, Missouri

-- Regional Assistant, 3/1998 to 10/2002

Provide administrative support for five regional medical directors for successful healthcare organization. Oversaw a wide variety of administrative functions, in support of all director-level projects and information-management processes. Compiled and analyzed data from monthly reports to prepare directors' presentations to executive management. Developed internal correspondence that facilitated effective communication and transfer of information between five regional offices.

\*\* Played key role in design of interoffice intranet, collaborating with Web developers to identify and define essential components of site functionality.

\*\* Significantly reduced time required to prepare and distribute quarterly financial reports by initiating implementation of electronic reporting procedures.

ROBERT & ASSOCIATES, Bridgeton, Missouri

-- Office Manager, 2/1996 to 2/1998

Directed day-to-day office operations, providing fundamental support to company President and team of consultants. Managed accounts payable, receivable, and payroll. Oversaw administrative budget; prepared expense reports and bank reconciliations. Purchased hardware and software, performed application upgrades, and trained staff.

EDUCATIONAL BACKGROUND

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LAWSON TECHNICAL COLLEGE, St. Louis, Missouri  
Associate of Arts in Administrative Services, 1996