

ALANA BROWN

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Date

Name

Company

Address

Address

Dear _____ or "To the Hiring Manager":

I am very interested in talking to you about the ____ as it describes a perfect fit for my experience. As I read the description of this position, I noticed how well your requirements align with my background and skills and how closely the position parallels my current position as an Executive Assistant supporting the CEO of Roche Palo Alto where I am recognized as a true partner to the CEO. Prior to this position, I was the Executive Assistant to the Chairman and CEO of Allan Brown and Associates.

While my enclosed résumé provides an overview of my qualifications, I have listed some of your specific requirements and my applicable skills.

You require:

- Someone who can participate and interact at all business levels.
- Excellent communication and interpersonal skills.
- A senior professional with experience managing and mentoring administrative staff.
- Strong multitasking skills with the ability to change direction quickly.
- Experience in meeting planning.

I offer:

- I am an active member of the Site Governance Team, which makes decisions on subjects that have site-wide impact, and I am involved in various other committees.
- As a top-notch, bilingual communicator, I am comfortable and effective in dealing with people of all backgrounds. My skills have helped me build excellent working relationships with site management, peers, and outside contacts nationally and abroad.
- I have supervised, mentored, and coached all levels of administrative staff and organized quarterly site-wide administrative assistant meetings.
- Multi-tasking is a daily routine in my job, which includes extensive coordination, prioritization, and details/time management techniques. I have supported five CEOs, and with each change in leadership, I have successfully and rapidly adapted myself not only to the new personalities, work style, and needs of each individual, but also to changes in operating models.
- Working for a multinational company has provided me the opportunity to plan numerous high-level meetings in the United States and abroad (board of directors, team meetings, research meetings, science board meetings, etc.). I also possess proven expertise in travel planning.

With these qualifications, I am confident that I am an excellent match for the position. I would like to discuss in greater detail the valuable contributions I would make to your company. You may call me at (650) 245-3308. Thank you in advance for your consideration.

Sincerely,

Alana Emily Brown