

Jordan Smith

January 16, 2026

Acme Corporation

RE: Career Change Executive Assistant

Dear Hiring Manager,

I am excited to apply for the Career Change Executive Assistant position at Acme Corporation, as advertised on your company's careers page. With a strong background in project management and administration, I am eager to bring my organizational skills and dedication to your team. I have long admired Acme Corporation's commitment to innovation and excellence, and I am thrilled at the opportunity to contribute to such a dynamic organization.

In my previous role as a Project Coordinator at Tech Solutions Inc., I successfully managed multiple projects simultaneously, overseeing budgets of up to \$500,000 and ensuring all deadlines were met without compromising quality. I streamlined communication between departments, which resulted in a 30% increase in project efficiency. Additionally, I implemented a new scheduling system that reduced scheduling conflicts by 40%, allowing executives to focus more on strategic decision-making rather than administrative tasks. These experiences have honed my ability to prioritize effectively and anticipate the needs of busy executives.

Furthermore, I have developed strong skills in collaboration and relationship management through my work with cross-functional teams. At Greenway Industries, I organized a quarterly executive meeting that brought together leaders from various departments to discuss company goals and progress. My efforts in coordinating this event not only improved inter-departmental communication but also fostered a collaborative culture, ultimately leading to a 15% increase in employee engagement scores. I am confident that my proactive approach and ability to build rapport will make me a valuable asset to your executive team.

I am very interested in the opportunity to discuss how my background and skills align with the needs of Acme Corporation. Thank you for considering my application. I look forward to the possibility of contributing to your esteemed company and am eager to discuss my potential role further.

Sincerely,

Jordan Smith