

# Jordan Lee Anderson

January 16, 2026

Acme Corporation

RE: Entry Level Executive Assistant

Dear Hiring Manager,

I am writing to express my enthusiasm for the Entry Level Executive Assistant position at Acme Corporation, which I discovered through a posting on LinkedIn. With a strong foundation in administrative support and a passion for streamlining office operations, I am excited about the opportunity to contribute to your team and help enhance productivity at Acme.

During my internship at XYZ Enterprises, I successfully managed scheduling for multiple senior executives, ensuring that all appointments were efficiently organized and adjusted as needed. This experience not only honed my attention to detail but also developed my ability to prioritize tasks effectively under pressure. Additionally, I implemented a digital filing system that reduced retrieval times by 30%, significantly improving the accessibility of critical documents for the entire team. Such achievements, along with my proactive communication skills, equip me to excel in the fast-paced environment at Acme Corporation.

I am particularly drawn to Acme's commitment to innovation and teamwork, values that resonate with my professional philosophy. I am eager to bring my organizational skills and dedication to support your executive team in achieving their goals. I would welcome the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your organization. Thank you for considering my application; I look forward to the possibility of contributing to Acme Corporation.

Sincerely,

Jordan Lee Anderson