

# Jordan Lee Thompson

January 16, 2026

Acme Corporation

RE: Executive Assistant

Dear Hiring Manager,

I am writing to express my enthusiasm for the Executive Assistant position at Acme Corporation, as advertised on LinkedIn. With over five years of experience supporting C-suite executives in fast-paced environments, I am excited about the opportunity to leverage my skills to contribute to your team and support Acme's strategic initiatives effectively.

In my previous role at Tech Solutions Inc., I successfully managed the calendar and travel logistics for the CEO, ensuring that all appointments were optimized for time management and efficiency. I implemented a new scheduling software that reduced scheduling conflicts by 40%, allowing the executive team to focus on high-priority projects. Additionally, I played a pivotal role in organizing quarterly board meetings, which involved coordinating with various departments to prepare and distribute comprehensive meeting materials, resulting in a 30% increase in overall meeting productivity.

Moreover, my proactive communication skills have enabled me to serve as a liaison between executives and both internal and external stakeholders. I have developed strong relationships with clients and partners, enhancing collaboration and ensuring that all parties are informed and aligned with company objectives. My commitment to maintaining confidentiality and exercising discretion has been crucial in building trust within the teams I support.

I am eager to bring my background in executive support to Acme Corporation and contribute to your organization's success. I would love the opportunity to discuss how my skills and experiences align with the needs of your team. Thank you for considering my application; I look forward to the possibility of speaking with you soon.

Sincerely,

Jordan Lee Thompson