

Sample Cover Letter
Executive Assistant
Business Administration Degree

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May 23, 2012

Human Resources
Brahmin Entertainment
2034 Avenue of the Stars
Los Angeles, CA 95678

To Whom It May Concern:

I am applying for the Executive Assistant position posted on your website. As a Spring 2012 graduate of San Diego Mesa College with an Associate of Arts Degree in Business Administration, I look forward to using my business and communication skills while working with the staff and clientele of Brahmin Entertainment.

While attending San Diego Mesa College, I gained four years of office support experience at Lambert Warner, a San Diego based law firm, in which I demonstrated an exceptional facility for meeting organizational objectives and demands. In addition to my secretarial skills, I am an adept event planner. I have served as the director of the Lambert Warner Holiday Ball for the last two years. My skills as a hostess have often been utilized by employers; I was the only administrative assistant entrusted with client greeting, tour leading, and other hospitality services. I am certain I would prove to be an asset at Brahmin Entertainment as well.

I would greatly appreciate the opportunity of speaking with you at your earliest convenience about my past experience and qualifications for this position. Thank you for your time.

Sincerely,

Kathy James

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