**Jerry Peterson**

**🖂 Street Address, New York, NY 55900 🕿 (555) 555-5555 🖂** **[Email Address]**

**Today’s date**

Mr. Jeffery Obrien, Human Resources Director

Chie Company

Address, City, State, zip

**Re: Job Application - Personal Assistant Position**

Dear Mr. Obrien,

I am sending you my resume in response to your ad for a personal assistant, a position that I have successfully held for the past 12 years.

My skills include exceptional interpersonal communication, excellent organization, and complete mastery of MS Office.   
I am motivated and dependable and handle confidential matters discreetly. I function as the right hand of busy executives and efficiently perform the time intensive trivia that they would rather not be bothered with.

Specifically, I make travel arrangements, including flight reservations, train journeys, bus travel, hotel accommodations, and arranging for personnel to meet our company representatives at airports and guide them through security until their business destination.

I proficiently manage the telephone communication system, calling clients, receiving and screening calls, and making appointments per superiors’ schedules, and handle documentation of office expenses and income.   
When special events were planned, I researched material for presentations and capably supervised all details to have the events proceed smoothly.

I look forward to meeting you personally to hear how I can contribute to the efficient management of your company.

Please contact me at your earliest convenience to arrange for a mutually beneficial time.

Thank you in advance.

Sincerely,

**Jerry Peterson**

**Attachment: Resume**