

[Your name]
[Your address]
[Your phone number]
[Your email address]
[DATE]

[Recipient/company name]
[Recipient/company address]

Dear Sir/Madam,

I wish to put myself forward for the position of Personal Assistant to the CEO at [company name]. I have been a close follower of your brand for many years, and frequently use your brilliant guidebooks for inspiration during my own travels. I'm hugely excited at the prospect of working for a company and team that shares my passion.

I have over five years' experience as a personal assistant in dynamic and busy environments, as well as substantial experience in office administration and customer services. I believe I have the skillset and temperament necessary for this challenging role.

In my current position, I support the Managing Director and handle internal and external comms, travel and meetings booking, report creation, meetings minutes, and more. When I started, the MD's travel booking and expenses were split between two team assistants, taking considerable time and coordination. As a believer in constant innovation and improvement to processes, I introduced the use of apps and software to automate these tasks, which significantly reduced the costs and time spent. This allowed the team assistants to focus on more beneficial projects and gave the MD more time to travel and meet prospective clients – thereby increasing our rate of new business.

In my prior role as team assistant, I was tasked with balancing the diaries of the management team. By implementing new weekly check-ins with each manager and a shared calendar, I was able to cut out unexpected schedule conflicts.

As Personal Assistant to the CEO, I will bring this creative problem-solving approach, helping to increase efficiency and reduce wasted time and money. My experience working with a team has given me robust multitasking and prioritising skills, meaning I'm able to work effectively with senior management on behalf of the CEO, when needed.

I would be thrilled to work with [CEO name] at [company name], and I believe my skillset and personality would be perfectly suited to their way of working. If you would like to learn more about my experience, I am available for a call every Mon-Fri between 12pm and 2pm, and any time after 5pm.

Thank you for your consideration and I look forward to hearing from you.

[Your name]