

Annie M. Bridges

Dallas, TX • BrandiBenson@Resume-Advantage.com • 808.364.9885

Date

Name

Title

Company Name

Address

City Location

Dear (Name): or; Dear Director of Human Resources:

With 30+ years of progressively responsible experience in complex roles requiring exceptional clerical, supervisory, customer satisfaction, and operations management skills, it is with great interest that I am contacting [Employer Name] regarding your opening for a new Executive Assistant to CEO.

As you will see upon reviewing my profile, I possess a robust career history in providing optimal administrative support to executives, streamlining office operations, maintaining accurate records, resolving sensitive issues, and determining effective strategies.

Throughout my career, I possess expert skills in event planning, project management, reporting, invoice processing, and inventory management. From handling all office operations to building solid relationships and directing high-performance teams, I excel at providing comprehensive office leadership and support, propelling revenue growth, and achieving first-rate levels of customer satisfaction. My superior communication and problem-solving skills allow me to excel in driving teams through all facets of project life cycles and realizing improved efficiency and productivity. With sharp organizational skills, careful attention to detail, and my ability to work with speed and accuracy, I know I will be a valuable asset to your team.

Over the course of my professional history, I have achieved the following career highlights:

- ◆ Maintained and improved the company's reputation and positive image in the market served.
- ◆ Directed and controlled functions associated with troubleshooting and resolving problematic staff and client issues, assisting lab manager, and supporting clerical staff.
- ◆ Prioritized a high volume of test requests to ensure that all tests were completed by the end of shift.
- ◆ Held accountability for offering clerical support to three of the nine full time registered nurses at CareOne.

In addition, I possess outstanding leadership and time management skills and work well in team-driven environments. You will find me to be a highly productive individual, quick to grasp essential procedures and protocols, and possessing the stamina to do whatever it takes to complete the task set before me.

Should these characteristics and a solid work ethic be a good fit for your company, I would look forward to an opportunity to discuss my qualifications in detail. Until then, thank you for your time and consideration.

Sincerely,

Antoinette M. Bridges

Enclosure: Resume