

Mrs SM Russell  
PO Box 76 564  
Manukau City  
2241

Dear Sir / Madam

**Re: PA / Executive Assistant Position**

I wish to apply for the position as advertised.

For your consideration I have enclosed a copy of my résumé. I believe that my résumé will demonstrate that I have the complete range of skills and experience to be able to achieve in the advertised position including the communication and computer skills mentioned. It is harder in a résumé to demonstrate the personal qualities and beliefs that I have which are also necessary to be an outstanding Executive Assistant (EA).

The whole working environment is going through a period of significant change and it is important that senior managers are able to devote their energies to ensuring that they gain results from this change. I believe that EA's should assist in this process by freeing senior managers to allow them to devote their precious time to the serious issues while the EA takes care of the more peripheral issues.

To do this successfully the EA must be able to develop a relationship with the senior manager which is built on understanding, trust and the ability to keep confidences. It is the quality of this relationship which often is as much the measure of the efficiency of an EA as the technical skills.

A good EA also has a broad understanding of the structures of the company, the industry in general, the markets for the company products and influencing factors on those markets.

I understand the importance of a professional EA and I am sure that my referees will attest to my good nature and my personal qualities as well as my skills and experience. This is why I am applying for this position.

I look forward to hearing from you soon. I am available for interview any time at your convenience.

Yours sincerely

*Samantha Russell*