

February 1, 2009

Ms. Charlotte Jones  
Human Resources Manager  
Enterprise Limited  
123 Business Avenue  
New York, NY 12345

Re: Executive Administrative Assistant Position

Dear Ms. Jones:

With 5+ years of executive administrative experience, I have proven my ability to provide dedicated support in a very fast-paced, high-volume setting. Supporting Aetna's Director of Special Investigations was an extremely intense, detail-oriented role requiring the ability to juggle multiple priorities, change focus at a moment's notice, and plan a busy calendar with constant meetings and travel. While performing this role, I also served as a key resource to many investigators in a 7-state territory, even performing investigative functions in their absence. This position, combined with a strong academic background including a Bachelor's degree and designation as a Certified Professional Secretary, I am certain equips me to handle the demands and challenges of your Executive Assistant position.

The following is a sampling of my key skills and contributions:

- Strength in planning, coordinating, multitasking, and prioritizing; commended by supervisor for *"doing a great job coordinating my calendar and preparing me for meetings and business travel."*
- Dedication to refining skills and ability to perform in the most effective and efficient manner; completed 40 to 80 hours of training annually with Aetna; noted for *"willingness to learn new systems, services, or policies."*
- Selected to manage a chronic offender's case in a multi-state investigation; to date, have saved the company almost \$200,000 by monitoring and identifying fraudulent claim activity.
- Served as a liaison between Corporate Headquarters and field offices, assisting employees with benefits, compensation, process, policy, and technology issues.
- Developed first-time processes and filing procedures to create administrative efficiencies; designed systems that facilitated ease of information access and retrieval for all team members.

My peers can confirm that I thrive in an atmosphere of challenge and never shy away from a difficult project or hard-to-meet deadline. In brief, I offer a toolkit of skills, experience, education, and abilities that will provide you with an invaluable administrative resource.

I would welcome the opportunity to review my background with you in a personal interview. Please feel free to contact me at the number above to arrange a time to speak.

Sincerely,

*Sally J. Messione*

Sally J. Messione

Enclosure: Résumé