{Your name}

129B Edwards Road

Simmons Bay

Auckland

15 June 2022

{Hiring Manager Name}

Talent Acquisition Business Partner

Woods Engineering Limited

PO Box 3864, Farmer Street
Auckland

Dear Mary

RE: {Job Title} VACANCY

As a highly motivated, well-presented and resourceful Executive Assistant with a proactive, energetic approach, I am pleased to submit my application for the role of **Executive Assistant**. I apply with the confidence that I am a strong candidate for this position and believe that my well-developed business acumen combined with my excellent communication skills and goal-oriented approach will add real value to Woods Engineering Limited.

I am currently employed as Executive Assistant and Corporate Sustainability Coordinator/Representative at Boyd Banking, one of the world’s largest banking and financial services organisations. This is a fast-paced, multifaceted role in which I support both the CEO and the Head of Corporate Banking whilst also coordinating the organisation’s corporate sustainability programme. On beginning this position in 2013, I made an immediate impact, hitting the ground running due to my self-motivated approach, excellent relationship building skills and ability to make things happen quickly and to a high standard. I quickly became known as a capable, responsive and reliable team member who confidently engaged at senior level and was known as a “go to” person and trusted strategic partner.

A highlight over my time at Boyd has been forming strong, enduring relationships with a wide range of stakeholders, by using my strong interpersonal skills and my commitment to delivering high quality results in each and every interaction. I have used my well-developed coaching and mentoring abilities to train other EAs, which has helped them to become high performers, and organised and successfully executed a range of staff and client events which have consistently received positive feedback. As well as this, I have facilitated a number of staff volunteer days which have improved employees’ awareness of how they can play their part in driving social responsibility.

This role is of particular interest to me because I am seeking a position within an inclusive, supportive organisation which embraces diversity and displays a strong community focus. The varied nature of the advertised role is of great appeal, as is the opportunity to be involved in supporting the Water business and making a real difference to peoples’ lives. I identify strongly with Wood’s values of partnership, tenacity, enjoyment and care, and I believe that this, combined with my broad interpersonal and administrative skillsets, makes me a natural fit for this position.

Overall, I believe that I am very well suited to this role, and I would welcome the chance to meet with you to discuss how I can make a valuable contribution to Wood’s organisational objectives.

Kind regards

{Your name}

{Your phone number}