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From
Curtis C. Burdick
Executive Assistant

To
Jacqueline Jacobs
Olive Garden

Dear Hiring Manager,

I am writing to express my interest in the Executive Assistant position at Olive Garden. With over five years of experience in administrative support roles, I am confident in my ability to excel in this role and contribute to the success of your team.

In my previous role as an Executive Assistant at a leading marketing firm, I was responsible for managing calendars, arranging travel, and coordinating meetings for multiple senior-level executives. This experience has given me a strong understanding of the fast-paced and dynamic nature of executive support, and I am equipped with the organizational skills and attention to detail necessary to thrive at Olive Garden.

One of my biggest achievements in this role was streamlining the expense tracking process for the executives, resulting in a 20% decrease in processing time and saving the company over ,000 annually. This project showcased my problem-solving abilities and ability to work efficiently under pressure.

My best qualities include being adaptable, proactive, and highly organized. I have a proven track record of anticipating needs and taking initiative to complete tasks before they are assigned. This has earned me consistent praise from my supervisors and colleagues.

In addition to these qualities, I possess excellent communication skills and am proficient in various software programs such as Microsoft Office Suite and Google Workspace. I have also completed courses in project management and customer service, which have enhanced my skill set.

I am excited about the opportunity to bring my expertise and dedication to Olive Garden. Thank you for considering my application. I look forward to discussing how I can contribute to your team further.

Sincerely,

Curtis C. Burdick