

Creating a Cover Letter for an Executive Assistant Position

In this assignment, you will learn how to create a cover letter using Microsoft Word.

- 1: Open Microsoft Word on your computer.
- 2: Save the document as "Your Name – Cover Letter".

Make sure to use Arial 12-point font, black.

Set the margins to align left for the date, employer's information, and thank you portion and signature.

Set the margins to justify for the body of the cover letter.

Use the font Vladimir Script 28 point for the signature.

Set the line-spacing for the entire document to 1.15

- 3: Add the date to the top left area of the document.
- 4: After entering the date press enter twice and enter the following:

March 11, 2023

Ms. Sarah Johnson, Director of Operations
Youth Empowerment Foundation
1234 Main Street
Anytown, USA 12345

- 5: Press enter once and add the below information.

Dear Ms. Johnson,

I am writing to apply for the Executive Assistant position at Youth Empowerment Foundation that was posted on your website. As a seasoned administrative professional with over 5 years of experience, I was immediately drawn to the mission of your non-profit organization that helps homeless and underprivileged teens. I am confident that my skills and experience make me a strong candidate for this position.

In my previous role as Executive Assistant at XYZ Corporation, I managed the daily schedules and travel arrangements of two executives while also overseeing the operations of the office. I am experienced in managing confidential information, preparing reports, and conducting research. Additionally, my excellent communication and interpersonal skills have allowed me to build strong relationships with colleagues and clients alike. I am passionate about working for a company that makes a positive impact on the community, and I believe that my skills and experience would enable me to contribute to the success of Youth Empowerment Foundation.

Thank you for considering my application. I am excited about the opportunity to work for Youth Empowerment Foundation and contribute to your important mission. Please find my resume attached for your review, and I look forward to the opportunity to discuss my qualifications further in an interview.

Sincerely,

John Valencia

John Valencia

6. Below is an example of what the final cover letter should look like.

March 11, 2023

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Youth Empowerment Foundation
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Anytown, USA 12345

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