Anežka Nováková

+420 111 222 333, anezkanovakova@xyz.cz

26 September 2021

ATTN:

Mrs Marge Simpson

My Dream Company

RE: Personal Assistant

Dear Mrs Simpson,

I’m applying for the Personal Assistant position, which I saw advertised on www.zzz.cz website. I believe I meet all the essential criteria for the role and feel I can make an effective and immediate contribution to your team.

In my Team Assistant position with My Old Company, I handled tasks very similar to what you outlined in your job ad. With my ability to learn, I know I can quickly close any knowledge gaps to become an asset to your team.

I have effective communication skills and the motivation to take on challenging work. I'm also skilled at meeting planning, administrative support, and call screening. I am confident that I have the drive, knowledge and experience you need.

When reviewing my resume, you might notice a gap in employment. My absence is due to me taking time to care for my children. My child-rearing experience has enhanced my talents in leadership, teamwork, determination, and prioritization as I managed multiple schedules, trained others, enforced rules and provided around-the-clock care. I am now settled and prepared to get back into the workforce.

Thank you for your time. It would be a pleasure to speak with you and discuss this opportunity at a personal interview. I look forward to hearing from you soon.

Sincerely,   
Anežka Nováková