

Veronika Životopisná

Organizovaná, komunikativní, efektivní

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To:

Harry Potter

Mojito

Dear Mr. Potter,

I am writing to express my enthusiasm for the Osobní asistentka position at Mojito. With over seven years of experience as a personal assistant and a proven track record of excelling in demanding office environments, I am confident that my skills and dedication make me the ideal candidate for this role. My background in business administration and my hands-on experience in managing office operations have equipped me with the capability to support your executive team effectively.

***1. Exceptional Organizational Skills:** In my current role at Společnost XYZ, I have honed my ability to meticulously organize and plan meetings and events for senior management. This includes overseeing complex schedules, ensuring smooth logistics, and handling all associated documentation, enabling seamless office operations. My proficiency in managing both electronic and paper-based documentation guarantees that all critical records are accessible and well-maintained.

***2. Strong Communication and Interpersonal Abilities:** I pride myself on my ability to communicate effectively across all levels of management as well as with internal and external partners. I have handled various requests and coordinated travel arrangements, highlighting my adaptability and resourcefulness. My background in successful workplace communication courses further enhances my capability to foster positive interactions and build strong professional relationships.

***3. Proven Problem-Solving and Multi-Tasking Skills:** My experience at Společnost LMN involved supporting the entire team with diverse administrative tasks, from document management to office supplies. This multitasking role required me to prioritize various demands under pressure, ensuring that office functions remained uninterrupted. My commitment to time management and task efficiency has been validated through targeted training and practical applications.

Thank you for considering my application. I look forward to the possibility of contributing to Mojito's success. I am eager to discuss how my background, skills, and enthusiasm align with the needs of your team. Please feel free to contact me to arrange an interview at your earliest convenience.

Sincerely,

Veronika Životopisná