**Cover Letter**

[Your Name]

[Your Address]

[City, State ZIP Code]

[Your Email]

[Your Phone Number]

[Date]

[Hiring Manager's Name]

[Company Name]

[Company Address]

[City, State ZIP Code]

Dear [Hiring Manager's Name],

I am writing to express my strong interest in the [Position Title] role at [Company Name]. With over [X] years of experience in [relevant fields], I am confident in my ability to make a valuable contribution to your team.

Throughout my career, I have consistently demonstrated:

1. [Key Skill/Achievement 1]: [Brief explanation or example]

2. [Key Skill/Achievement 2]: [Brief explanation or example]

3. [Key Skill/Achievement 3]: [Brief explanation or example]

In my most recent role as [Your Current/Most Recent Job Title] at [Company Name], I:

- [Major accomplishment or responsibility]

- [Major accomplishment or responsibility]

- [Major accomplishment or responsibility]

Previously, as [Previous Job Title] at [Company Name], I:

- [Major accomplishment or responsibility]

- [Major accomplishment or responsibility]

- [Major accomplishment or responsibility]

My professional journey has equipped me with strong expertise in [list 3-4 key areas of expertise]. I am particularly skilled in [specific skill relevant to the job], which I believe aligns well with the requirements of this position.

I am excited about the opportunity to bring my unique blend of skills and experiences to [Company Name]. I am particularly drawn to your company because [1-2 sentences about why you're interested in this specific company].

Thank you for considering my application. I look forward to the opportunity to discuss how my qualifications can contribute to [Company Name]'s continued success. Please find my attached resume for your review.

Sincerely,

[Your Name]

Ann Cooper

|  |  |
| --- | --- |
| **Mobile :** (555) 555-5555**Email :** example@example.com | **LinkedIn :** **Address :** Westerville, OH 43081 |

**Professional Summary**

Driven and resourceful Executive Assistant with more than six years of experience assisting with the work of high-achieving executives. Track record supporting professional needs with well-organized precision. Successfully manages high-volume workloads in rapidly changing environments.

**Work Experience**

Executive Assistant to the CEO  **03/2019 to Current**

Life Square Connect – Westerville, OH

* Contribute to smooth business operations by planning and organizing meetings and conferences, including conference calls.
* Produce accurate office files, update spreadsheets, and craft presentations to support one CEO and boost team productivity.
* Arrange and handle all logistics for monthly Board meetings and events, such as schedule meetings and draft agendas.

Administrative Assistant  **01/2016 to 03/2019**

Mack & Associates – Westerville, OH

* Coordinated travel arrangements by booking airfare, hotel, and Uber transportation.
* Processed over 100 invoices and expenses each month, using QuickBooks to facilitate on-time payment.
* Ensured equipment operation by completing precautionary maintenance requirements like calling for repairs, maintaining equipment inventories, and evaluating new equipment and techniques.

Office Assistant Intern  **01/2015 to 01/2016**

Tombras Group – Westerville, OH

* Supported two Secretaries and three management staff members in administrative activities, documentation, and data management.
* Answered incoming phone calls and transferred to staff members or provided requested information.
* Sorted and distributed office mail and recorded incoming shipments for corporate records.

**Skills**

|  |  |
| --- | --- |
| * 65 WPM typing speed
* CRM management
* QuickBooks expert
* Schedule and calendar planning
 | * Google Tasks
* Microsoft To-Do
* Bookkeeping
* Conference planning
 |

**Education & Certificates**

Bachelor of Science: Business and Managerial Economics

Otterbein University - Westerville, OH

**نصائح حول كيفية كتابة سيرة ذاتية لأي وظيفة**

**الاسم والموقع والهاتف والبريد الإلكتروني**

**الملخص المهني: كيفية كتابة ملخص احترافي**

هذا هو المكان الذي تقوم فيه بتضمين جملتين إلى ثلاث جمل تصف بشكل أفضل أهم سماتك وأسباب تعيينك. استخدم هذا القسم لكتابة ملخص احترافي يلفت انتباهك!

**المهارات: كيفية الكتابة المهارات**

* تتم كتابة هذه السيرة الذاتية بتنسيق السيرة الذاتية المركبة.
* يحدد تنسيق السيرة الذاتية المكان الذي يجب أن تضع فيه أقسام المهارات وتاريخ العمل.
* يقع قسم المهارات أعلى أو بجوار قسم الخبرة العملية.
* يجب أن تسرد ست إلى ثماني مهارات تمثل أفضل قدراتك المستهدفة للوظيفة.

**خبرات العمل: كيف تكتب خبرة العمل**

اسم صاحب العمل الحالي I المسمى الوظيفي I من (شهر / سنة) - إلى (شهر / سنة / حتى الآن)

* اعرض أهم إنجازاتك أو مسؤولياتك أو إحصائيات وظيفتك هنا.
* استخدم زمن المضارع واللغة النشطة!
* اكتب دعاية واضحة وسريعة حول وضعك الحالي.

**ضع قائمة بأصحاب العمل السابقين بترتيب زمني عكسي.**

* أعط تركيزا أقل لتجربتك القديمة بدلا من الأحدث.
* الاستثناء هو عندما تكون تجربتك القديمة أكثر صلة بالوظيفة التي تبحث عنها!

**اسم صاحب العمل الأقدم والمسمى الوظيفي I من (شهر / سنة) - إلى (شهر / سنة)**

* ضع قائمة بآخر ثلاث إلى أربع وظائف ذات صلة.
* إذا كان لديك أقل من 10 سنوات من الخبرة، احتفظ بها في صفحة واحدة.
* إذا كان لديك أكثر من 10 سنوات من الخبرة، احتفظ بها في صفحتين.

**التعليم والشهادات والتدريب: كيفية كتابة السيرة الذاتية**

اسم المدرسة أو المؤسسة I الدرجة التي تم تحقيقها (إن وجدت) I سنة الإنجاز أو التواريخ التي حضرتها

**Tips on How to Write a Combination Resume for Any Job**

**Name, Location, Phone, Email:**

**Professional Summary:** [**How to Write a Professional Summary: Guide**](https://www.jobhero.com/career-guides/resume/how-to/write/resume/summary)

This is where you include two to three sentences that best describe your top attributes and reasons to be hired. Use this section to write a professional summary that gets you noticed!

**Skills:** [**How to Write Skills: Guide**](https://www.jobhero.com/career-guides/resume/how-to/write/skills)

* This resume is written in the [combination resume format](https://www.jobhero.com/career-guides/resume/format/hybrid).
* A resume’s [format](https://www.jobhero.com/resume/formats) determines where you should place the skills and work history sections.
* The skills section is located above or next to the work experience section.
* It should list six to eight skills that are your top abilities targeted for the job.

**Work Experience:** [**How to Write Work Experience: Guide**](https://www.jobhero.com/career-guides/resume/how-to/write/work)

**Current Employer Name I** Job Title **I From (month/year) - To (month/year/present)**

* Feature your top achievements, responsibilities or job stats here.
* Use present verb tense and active language!
* Write snappy, clear blurbs about your current position.
* Include metrics whenever possible.

**Last Employer Name I** Job Title **I From (month/year) - To (month/year)**

* List your past employers in reverse-chronological order.
* Give less focus to your older experience rather than the most recent. The exception is when your older experience is more relevant to the job you’re seeking!

**Older Employer Name** **I** Job Title **I From (month/year) - To (month/year)**

* List your last three to four relevant jobs.
* If you have less than 10 years of experience, keep it to one page.
* If you have more than 10 years of experience, keep it to two pages.

**Education, Certifications and Training:** [**How to Write a Resume: Guide**](https://www.jobhero.com/career-guides/resume/how-to/write/resume)**School or Institution Name I** Degree Achieved (if applicable) **I Year of achievement or Dates Attended**