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Mr Luc Leposte  
Marketing Director  
DDD Company  
18 Emploi Street  
1201 Geneva

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### **Executive Assistant position**

Dear Mr Leposte,

Whilst preparing one of my regular competitive analyses for G. Int., my current employer, I had the pleasant surprise of learning that your company is about to open a branch in the Geneva area. As your activities in the international market, in particular within that of the Anglo-Saxon are currently expanding, maybe you will soon require a reliable bilingual assistant?

As well as being currently employed as an 'Administrative Assistant' with 'G. Int.', I have also recently completed a degree in 'International Management'. I am a versatile and dynamic team member who, aside from my administrative duties, gradually took over organizing training and professional development for the sales team. As a result, our sales figures increased by 5%. I also, in close collaboration with our director, organized company tours for clients and created presentation material.

I am very enthusiastic about the idea of joining a new team in a rapidly expanding area, and being able to use my linguistic and organizational skills to contribute to the growth of your new branch.

I would be happy to meet with you for an interview and discuss my application further. In the meantime, I look forward to hearing your feedback.

Yours sincerely,

Charlotte Loveshherjob