

OLIVIA REASONER

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Human
Resource Manager
Mrs. Jennifer Hunn
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Dear Mrs. Hunn,

I would like to apply for the position of Personal Assistant in your organization. I think that it will allow me to reach my highest potential in my career. I value a culture that empowers its people through acknowledgment, education, and growth. I want to be more than just an employee number, I want to collaborate and contribute to the growth and success of a company. I demonstrated the ability to complete tasks accurately despite interruptions and competing demands.

I'm a detailed Assistant well-known for being a hands-on person and having amazing energy to handle any task. Reliable, quick-paced and team-oriented. Looking for a new role where hard work and dedication will be highly valued. I'm a turnkey solution provider who consistently earns the confidence and praise of clients and peers alike through outstanding service and operational excellence.

As a personal assistant to the owner of a business in my previous work, I helped manage daily events and ran errands. My tasks included office organization, document filing, and some bookkeeping. My job varied from day-to-day, so I gained experience with establishing My job varied from day-to-day, so I gained experience with showing flexibility.

In addition, I started volunteering for the Western Union Elementary School System when my daughter started Kindergarten as a member.

I see this position as a welcome challenge, which I look forward to.

***Yours faithfully,
Olivia Reasoner***

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