

*Javon Hilaire-Hilaire*

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Executive Assistant & Office Workplace Manager

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To whom it may concern,

I am writing to express my keen interest in the Executive Assistant position at your esteemed company. With over 11+ years of experience in various dynamic work environments, including the corporate, not-for-profit, start-up, and tech sectors, I believe I am well-suited to meet and exceed the expectations outlined in your job description. My background as an Executive Assistant has equipped me with a comprehensive skill set and a proactive, solution-oriented work ethic that I am eager to bring to your team.

In my current role I have honed my capabilities in managing complex calendars, schedule conflicts, coordinating intricate travel, and overseeing project management tasks with a keen eye for detail and minimal direction. My Bachelor degree in Political Science & Planning from the University of West Georgia, has provided me with a solid foundation in critical thinking and analysis skills that I have found to be invaluable in my professional journey. My education, combined with my extensive hands-on experience, makes me confident in my ability to contribute effectively to your team.

I am particularly drawn to this opportunity because of the emphasis on teamwork, longevity, and growth within a fast-paced environment. I am enthusiastic about the prospect of leveraging my problem-solving capabilities and my go-getter attitude to support your executive and team in achieving their goals and objectives. I am convinced that my background and skills make me a strong candidate for this role, and I am excited about the opportunity to further discuss how I can contribute to your team.

Thank you for your time in considering me for this position.

Best Regards,

*Javon Hilaire-Harris*