

**Chinonso Okafor**  
+234 813 456 7890  
[chinonso.okafor@gmail.com](mailto:chinonso.okafor@gmail.com)

**2nd January, 2025**

**Ms. Avis Armstrong**

Hiring Manager  
NeuralNest

Dear Ms. Armstrong,

I am writing to express my interest in the **Junior Executive Assistant** position at **NeuralNest**, as advertised.

With over three years of experience providing professional administrative support, I am confident that I would add real value to your team.

In my previous role at **Stellar Systems Ltd.**, I managed calendar scheduling, coordinated travel and logistics, and handled confidential reports with great care.

I also led the setup of a digital filing system that cut document search time by over 50%, which significantly improved team efficiency.

What particularly draws me to NeuralNest is your strong reputation for innovation and leadership in the tech space.

I am eager to contribute my skills and support your executives in achieving your strategic goals. I am highly organised, proficient in tools like Microsoft Office and Trello, and always ready to learn and adapt to new environments.

I am a team player, good at communication, and comfortable working with people at all levels. I believe these qualities—along with my strong attention to detail and proactive approach—make me well suited for this role.

Thank you for considering my application. I look forward to the opportunity to speak further about how I can support your team at NeuralNest.

Yours sincerely,  
**Chinonso Okafor**