

Ibrahim O. Lawal

No. 18 Opebi Link Road

Ikeja, Lagos

+234 812 345 6789

ibrahim.lawal@gmail.com

8th June, 2025

The Hiring Manager

Vanguard Technologies Ltd.

12A Admiralty Way

Lekki Phase 1, Lagos

Dear Hiring Manager,

I am writing to express my strong interest in the **Executive Strategic Assistant** position at **Vanguard Technologies Ltd.**, as advertised.

With over seven years of experience supporting C-level executives and managing strategic initiatives, I am confident in my ability to contribute meaningfully to your leadership team.

In my previous role as Executive Assistant to the CEO at **NextGen Energy Group**, I was responsible not just for administrative duties, but also for monitoring strategic objectives, preparing data-driven reports, and coordinating high-level meetings with internal and external stakeholders.

I collaborated closely with senior leadership to manage timelines for critical projects, track KPIs, and ensure alignment between departments.

What attracts me to Vanguard Technologies is your bold commitment to innovation and digital transformation.

I am particularly drawn to this role because it combines executive support with strategic execution—two areas where I have consistently excelled.

My skills in research, reporting, planning, and communication make me a strong fit for helping your executive team drive key initiatives forward.

I am highly skilled in Microsoft Excel, PowerPoint, Trello, and Google Workspace. I also bring strong interpersonal skills, sound judgment, and the ability to work discreetly with confidential information.

I believe these strengths, combined with my deep understanding of business operations and corporate strategy, position me to add significant value to your team.

Thank you for considering my application. I would welcome the opportunity to speak further about how I can support your strategic goals and help drive Vanguard Technologies toward even greater success.

Warm regards,

Ibrahim O. Lawal