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The Hiring Manager

EdgePoint Resources Ltd.
23B Alfred Rewane Road
Ikoyi, Lagos

Dear Hiring Manager,

I am writing to express my interest in the **Executive Coordinator Assistant** position at **EdgePoint Resources Ltd.**

With over five years of experience supporting executives and coordinating internal operations, I am confident in my ability to provide reliable and high-level administrative support to your leadership team.

In my most recent position at **Everbright Consults**, I managed executive schedules, organised cross-departmental meetings, handled sensitive correspondence, and maintained records for key business operations.

I also played a key role in coordinating project timelines, ensuring that departments stayed on track with strategic goals.

My attention to detail and ability to communicate clearly have earned me consistent recognition from management and colleagues alike.

I am highly proficient in Microsoft Office Suite, Google Workspace, Zoom, and project coordination tools like Trello and Monday.com.

I am also skilled at multitasking and prioritising tasks to ensure that nothing slips through the cracks.

I bring a calm and composed approach to fast-paced work environments, and I always aim to represent the executive office with excellence and professionalism.

EdgePoint Resources' commitment to operational excellence and innovation aligns with my own work values.

I am excited about the opportunity to contribute to your organisation's continued growth by ensuring seamless administrative coordination and executive support.

Thank you for taking the time to review my application. I would welcome the opportunity to further discuss how my background and strengths align with your needs.

Warm regards,

Adaobi M. Nwachukwu