

## **Strong**

In my current role as Executive Assistant at XYZ Corporation, I have been responsible for a range of high-level administrative tasks, including managing the CEO's calendar, coordinating international travel, and organizing company-wide events.

I have been commended for my ability to anticipate needs and proactively solve problems before they arise.

My experience has taught me the importance of being flexible and adaptable, as the needs of executives can change rapidly.

I am confident in my ability to manage complex scheduling and organizational tasks while maintaining a high level of professionalism and confidentiality.

One of my most significant achievements in my current role was implementing a new scheduling system that reduced scheduling conflicts by 50%.

This system has not only improved productivity but also increased the satisfaction of our executive team.

I am confident that my skills and experience make me a strong candidate for the Executive Assistant position at your company.

I am excited about the opportunity to bring my unique blend of skills and experience to your team and help drive your company's success.

## **Weak**

I am currently working as an Executive Assistant and I think I would be good for this job. I do a lot of things like answering phones, scheduling meetings, and other office tasks. I am good at multitasking and I am always on time.

I have been working as an Executive Assistant for a while now and I am used to the work. I know how to use Microsoft Office and I am good at typing. I am also good at organizing things and making sure everything is in order.

I think I would be good for this job because I have experience and I am hardworking. I am looking for a new job because I want to work for a bigger company. I hope you will consider me for this position.