

**Chinedu Obi**  
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8th June, 2025

**Mr. Adewale Johnson**  
Hiring Manager  
LayoutLuxe

Dear Mr. Johnson,

I am writing to express my keen interest in the position of **Executive Administrative Assistant** at **LayoutLuxe**.

With my extensive experience providing high-level administrative support and my strong organisational skills, I am confident I can contribute positively to your team's success.

For the past five years, I have worked as an Executive Administrative Assistant, gaining a deep understanding of the demands and responsibilities involved in supporting executives in fast-moving environments.

I am proficient in managing complex calendars, coordinating travel plans, and preparing detailed reports.

I pride myself on anticipating needs and tackling challenges proactively, which has helped me consistently exceed expectations and deliver excellent results.

The chance to join LayoutLuxe, a company known for innovation and creativity, excites me because it aligns with my own values and passion.

In my previous role at XYZ Corporation, I introduced new systems and processes that significantly boosted efficiency and productivity.

I also played an important role in coordinating high-profile events and managing key client relationships. These experiences sharpened my ability to multitask, prioritise, and maintain strict confidentiality.

I believe my communication skills, eye for detail, and ability to thrive under pressure make me a strong fit for this role. I am eager to contribute to LayoutLuxe's continued growth and success.

Thank you very much for considering my application. I look forward to discussing how my skills and experience can meet your company's needs. Please find my resume attached. Feel free to contact me anytime to schedule an interview.

Yours sincerely,  
**Chinedu Obi**