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Mrs. Ifeoma Okeke
Hiring Manager
IGN Invate

Dear Mrs. Okeke,

I am writing to express my keen interest in the **Entry Level Executive Assistant** position at **IGN Invate**.

With my strong organisational skills, attention to detail, and passion for supporting executives, I believe I would be a valuable addition to your team.

I recently graduated with a degree in Business Administration and I am eager to begin my career in the corporate world.

The opportunity to work at IGN Invate excites me because of your company's innovative business approach and commitment to excellence. I look forward to contributing to the success of such a dynamic organisation.

During my studies, I gained a solid understanding of business operations, project management, and communication strategies.

I am proficient in Microsoft Office Suite and other software that help streamline administrative tasks and boost productivity.

My strong interpersonal skills also enable me to build good relationships with colleagues and stakeholders at all levels.

During my internship at a leading marketing firm, I supported the CEO and senior executives directly.

This experience helped me sharpen my multitasking skills and gave me a good grasp of the demands of an executive support role.

I managed complex schedules, coordinated travel plans, and prepared detailed reports while maintaining professionalism and confidentiality.

What makes me stand out is my proactive attitude and ability to anticipate executives' needs. I am a fast learner who thrives in fast-paced environments, adapting well to changing priorities

and managing multiple tasks at once. My organisational skills and attention to detail have consistently helped me deliver excellent results under pressure.

I am very excited about the chance to contribute to IGN Invate's growth and success. I believe my enthusiasm and skills make me a strong candidate for this role.

Thank you for considering my application. I look forward to the opportunity to discuss how I can help meet your company's needs.

Yours sincerely,
Amaka Nwosu