

Amaka Okoro
+234 802 345 6789
amaka.okoro@gmail.com
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Mr. Chinedu Eze
Hiring Manager
Sundance Selections

Dear Mr. Eze,

I am writing to express my strong interest in the **C-Level Executive Assistant** position at **Sundance Selections**.

With my extensive experience supporting senior executives and my passion for contributing to the success of a vibrant and growing organisation, I am confident I can excel in this role.

Over the years, I have had the privilege of working closely with C-level executives, providing thorough administrative support that allows them to focus on strategic initiatives.

I have developed a strong understanding of the unique challenges and demands that come with supporting top leaders, and I thrive in fast-paced, high-pressure environments.

What excites me most about the C-Level Executive Assistant role at Sundance Selections is the opportunity to be part of a forward-thinking company that is transforming the entertainment industry.

Your commitment to producing innovative and impactful content aligns perfectly with my own passion for driving growth and success. I am confident my skills and experience make me a great fit for this position.

In my previous role as an Executive Assistant at a leading media company, I managed complex calendars, coordinated international travel, and ensured smooth communication between executives and stakeholders.

I am highly skilled in anticipating needs, solving problems proactively, and maintaining strict confidentiality.

My strong organisational and multitasking abilities have helped me consistently meet deadlines and exceed expectations.

I am particularly drawn to Sundance Selections because of your focus on fostering an inclusive and collaborative work environment. I believe that a supportive and diverse team is key to long-term success.

I am confident that my interpersonal skills and ability to build relationships across all levels of an organisation would contribute positively to the culture at Sundance Selections.

In closing, I would like to reiterate my enthusiasm for the C-Level Executive Assistant position at Sundance Selections.

I believe my proven track record of exceptional support to executives and my passion for your mission make me a valuable addition to your team.

Thank you for considering my application. I look forward to discussing how my skills and experience can support your organisation's goals.

Yours sincerely,
Amaka Okoro