

Strong

In closing, I am excited about the opportunity to bring my unique blend of skills and experience to your organization. I am confident that my ability to manage complex tasks, coupled with my keen attention to detail, will allow me to make a significant contribution to your team.

I am eager to further discuss how my background as an Executive Assistant can be an asset to your company. Thank you for considering my application. I look forward to the possibility of working with you.

Weak

So, that's about it. I think I would be a good fit for this job because I've been an Executive Assistant before. I hope you will consider me for this position. If you want to talk more, you can call me. Thanks.