

SARAH SAMPLE

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Dear Calvin & Team,

It's rare to find a company that can elegantly and sincerely pull off sassy / quirky and jaw-dropping professional at once. Certainly, you see companies try with frequency, particularly in the creative space. But they often fall all over themselves in the process. Worse, when you pull back the curtain and see what's really happening, you sometimes find that the sass was really just window dressing, and/or that the rockstar work product isn't quite what it was cracked up to be.

From everything I see in YOKEM, you ARE pulling it off. You are this amazing blend of fun and dogged professionalism. You communicate your culture and your expectations loud and clear, in one breath. And I get the sense that you truly know how to find, recognize and appreciate talented people.

Your advertisement for an Executive Assistant captivated me. After doing more than a fair bit of research on you and your team, I decided I simply had to introduce myself. I'm Sarah Sample, an energetic, resourceful and yes, I'll say it, *rockstar* administrative professional. And I'd very much like to be considered for your open E/A position.

***What, specifically, will I bring to YOKEM as your next Executive Assistant?***

**Current experience supporting a rockstar industry leader.** I've spend the past 4+ years serving as an executive assistant to one of the top producing Realtors in the country. It's an environment that demands the ability to think on your feet, fearlessly manage virtually every administrative aspect of an executive's work (and life!), and killer intuition. One of the things I do best is anticipate my leader's needs and then respond proactively and decisively.

**Extensive client relations background within creative / service oriented businesses.** Recognizing that busting out the "I'm such a people person" would be cliché, I'll instead let you know that I truly love interacting with, teaching and leading people. I've built my entire career around my strengths in communicating and guiding others, including time spent as an administrative assistant for Tres Bien Homes' interior design division. I've also served as a trainer for a major personal skincare and wellness company, and a yoga and spin instructor.

**Insane organizational / project management skills.** As one who has been juggling multiple work projects, interests and family activities at once for as long as I can remember, it's become second nature to me to figure out ways to bring order and efficiency to even the most chaotic environments. I have a thirst for learning, an eye for process improvement and the maturity to prioritize an always full to-do list, with little direction or supervision.

**A welcoming and uplifting personality.** Those with whom I work appreciate my attitude toward my work, and my passion for boosting people up. Some jokingly call me the "Office Mom." I'd argue that I'm also the office cheerleader, the mentor and the one you bring in when you need one of those "It just can't be done" jobs done. I have this crazy belief that nothing is un-doable. And I love figuring out just how the impossible can be achieved.

Calvin, when I saw your advertisement for a rockstar EA, my instant thought was, "Oh, heck yes!" Your personality, integrity and enthusiasm for what you do as a business shines right through. I'd be honored to be a part of the YOKEM team and believe I'd add tremendous value as your next Executive Assistant. My enclosed resume will provide additional detail on what I can do for you. I'd also love the opportunity to discuss the position with you.

Thank you very much for your consideration; I hope to hear from you soon.

Best, Sarah Sample