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Steve Chen

Head of Recruitment - IT

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Tuesday 7th March

To Steve,

I am applying for the Executive Assistant job at the Future Tech because I believe I have the experience, organisational skills and strong stakeholder relationships needed to succeed in the role.

I have four years' experience in the IT sector, where I have worked with some of the industry's most influential leaders. In each role, I have helped executives streamline their communication, supported them in the preparation and execution of reports, and played a major role in the organisation of numerous meetings, presentations and travel.

In my current role at Info World, I work with the CEO to:

- Book ~5 high level meetings each week, often with stakeholders living overseas in challenging time zones
- Facilitate all domestic bookings for five members of the executive team and any visiting board members
- Organise and collate information for executive meetings
- Run monthly summary reports on meetings and strategy progress

I have been formally trained and undertaken self-learning for several useful scheduling and office management tools like ScheduleMe, Tasker and TechTraining. In several roles I have helped executives and their teams successfully adopt and roll out these tools for wider organisational use.

I am meticulous about organisation and keep records of all my processes and interactions to ensure I am always transparent and accountable. I am efficient, vigilant, and approachable, and am always striving for more innovative ways of doing my job and contributing to overall company efficiencies.

Thank you for your time. Please do not hesitate to contact me should you have questions or need more information.

Sincerely,
Zach