

## **Wanjira Njoroge**

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April 07, 2024

### **Carter Reynolds**

Quantum Synergy  
Birmingham, AL 35203

Dear Carter Reynolds,

I am reaching out to express my interest in the Executive Assistant role at Quantum Synergy. With a demonstrated history of delivering top-notch administrative support and a meticulous eye for detail, I am confident that my skills align seamlessly with the requirements of this position.

In my previous position at Sync Technologies, I effectively oversaw daily executive office operations, managing schedules, handling confidential information, and facilitating efficient communication across departments. My adeptness at coordinating intricate calendars, organizing travel arrangements, and compiling detailed reports allowed executives to concentrate on strategic endeavors, ultimately contributing to the overall success of the organization.

I am particularly attracted to Quantum Synergy due to its reputation for innovation and dedication to excellence. Your commitment to fostering a collaborative work environment resonates with my values, and I am enthusiastic about the prospect of contributing to the ongoing success of your team.

Enclosed is my resume, providing additional insights into my professional background. I welcome the opportunity to discuss how my experiences and skills position me as an ideal candidate for the Executive Assistant role at Quantum Synergy. Thank you for considering my application. I look forward to the possibility of being a valuable asset to your dynamic team.

Best regards,

**Wanjira Njoroge**