

WANDA SANDERS

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February 7, 2023

Ryan Foster, Head of Human Resources
Anderson LLC
725 Pawnee Ave.
Cincinnati, OH 45202

Dear Mr. Foster,

Upon learning of your need for a personal assistant, I felt compelled to submit my resume and cover letter for your review. As an organized and efficient professional with experience providing comprehensive administrative and personal support, I am confident I would be a valuable support to Anderson LLC.

From organizing travel arrangements to managing calendars and schedules, my skillset allows me to thrive in busy environments that let me use my time management and organizational skills. Backed by my superior communication and multitasking capabilities, I excel at providing exceptional administrative and staff management expertise and generating optimal productivity and success within businesses and households.

Highlights of my experience include:

- Managing extensive support functions—including writing correspondence, communicating with multi-functional staff, running errands, and coordinating general household operations—while



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