



Joan Ann James

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September 6, 2021

Mr. Paul Adam, *Director of Human Resources*
General Electric-Black & Decker Division
1906 Church Street
Bridgeport, CT 06608

Dear Mr. Adam:

This letter is written in application for the position of Executive Assistant to the Chief Executive Officer (CEO) at General Electric-Black & Decker Division as posted on your website dated, August 30, 2021.

Currently, I am working as the Executive Assistant to the Chief Operations Officer (COO) at Vionic Shoes Corporation. In this capacity, some of my major responsibilities include but are not limited to serving as the primary contact for internal and external constituencies, managing information systems, calendar management, coordinating team meetings, providing hospitality and event management, acting as a liaison between the COO and the Board of Directors, assisting the COO with outreach activities, and completing a variety of administrative tasks that allows the COO to meet the stated goals and objectives of the Vionic Shoes Corporation.

I am very excited to apply for the Executive Assistant position at General Electric-Black & Decker Division because you intend to hire someone who understands the various nuances of assisting the COO in proactively tackling corporate issues. As someone who is detail orientated, a trained organizer, and someone who thrives on making sure that there is open and transparent communication at all levels; I believe that I am the ideal person to fill your current staff vacancy. I am a self-starter with an admirable ability to connect with people of diverse backgrounds, which makes me particularly adept at creative thinking and problem solving. I have effectively developed the desired appropriate administrative and organizational skills necessary to ensure competent and confidential support of the defined, stated, and published mission of General Electric-Black & Decker Division.

Based on my educational background, extensive professional and administrative experience working in corporate environments, I believe I am the right person to fill your current staff vacancy because I am skilled, well qualified, and I will be a progressive supportive staff member.

I would appreciate an opportunity to meet with you to further my discuss skills and my interest in becoming a member of the General Electric-Black & Decker Family. Thank you in advance for your assistance and consideration of my letter of application for the position of Executive Assistant. I look forward to hearing from you soon.

Sincerely,

Joan Ann James

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