

Sample Cover Letter for Executive Assistant of a Human Rights Nonprofit

Esperanza Lopez

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Katherine Jones, Hiring Manager
Human Rights Group
146 Connecticut Avenue
Washington, DC 2004

Dear Ms. Jones:

I was excited to discover the position of Executive Assistant to the Vice President of Finance, which I saw posted on Idealist.org. The Human Rights Group's outstanding reputation for leadership in its field has long landed it on my career 'dream list'. With extensive skills in administration and a passion for human rights, I am exceptionally qualified for the Executive Assistant position.

I am dedicated to the business operations of human rights organizations, because these when these operations are well-managed, the organization is empowered to do its best work. Through serving for two years as a student administrative assistant in the University of Virginia Office of Admissions, I honed my skills in calendar management, meeting coordination, and program planning. Because of my reliable administrative support, admissions counselors were able to spend more spend meeting directly with prospective students. I felt great satisfaction from contributing to the mission of the Office of Admissions and empowering the admissions counselors to better serve students.

Also, I am earning a Bachelor's degree in Commerce and have completed coursework in global development studies and sociology, cohesively developing my competency in business operations and international human rights. By leveraging my academic background, I can deeply appreciate both the work that Human Rights Group does and the operations that make that work possible.

I am thrilled by the opportunity to combine my administrative excellency with my passion for human rights missions by serving Vice President of Finance in the HRG. Thanks very much for your consideration. I look forward to hearing from you.

Regards,

Esperanza Lopez