

Amalia Erlanson

Executive Assistant

Dear Anice Sahn,

I am thrilled to apply for the Executive Assistant role at Google. The prospect of contributing to an innovative and dynamic team excites me beyond words.

With over seven years at Microsoft, I honed my skills in managing executive schedules and spearheading projects that demanded precision and discretion. My experience there laid a strong foundation in both technological environments and high-paced corporate settings.

Some key achievements from my previous roles include:

- **Increased efficiency** of the executive team by 25% through a streamlined scheduling system at Microsoft.
- Led a project that resulted in a **15% reduction** in administrative overhead costs within the Global Sales team.
- Successfully organized and executed a high-profile, cross-departmental conference, receiving commendation from senior leadership.
- Played a pivotal role in the **adoption of new communication tools**, enhancing team collaboration by 30%.

In addition to my organizational prowess, I hold a certification in project management which complements my ability to lead cross-functional teams. My adaptability and proactive nature ensure smooth operations even in complex scenarios.

Additional qualifications include:

- **Certified Project Management Professional (PMP)**, enhancing my ability to manage large-scale projects.
- Recipient of the Microsoft Excellence Award for outstanding contribution to team success.
- Active volunteer and event organizer for local community tech education programs.

Google's mission to organize the world's information and make it universally accessible resonates deeply with me. The company's commitment to innovation and its values of diversity and inclusion align perfectly with my professional ethos and personal values. I am particularly inspired by Google's recent advancements in AI and machine learning, which I am eager to support.

I am genuinely enthusiastic about the opportunity to bring my skills and passion to Google. I look forward to the possibility of discussing how I can contribute to your team.

Warm regards,

To

Anice Sahn

Google

1620 Innovation Way, Fargo, ND

From

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