**Jenny Austin**  
**Planning Assistant**

123 Your Street, Your City, ST 12345, (123) 456-7890, email@maxresumes.com

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4th September 20XX[Hiring Manager]

123 Address St

Anytown, ST 12345

Dear [Hiring Manager],

I am writing to express my interest in the Planning Assistant position at [Company Name]. As a detail- oriented and highly organized individual, I believe I possess the necessary skills to excel in this role and make a positive contribution to your team.

My educational background includes a Bachelor’s degree in Business Administration and I have experience working in a number of planning and administrative roles. In particular, I have extensive experience creating and maintaining detailed plans, preparing reports, and providing administrative support. My skills also include the ability to research efficiently and accurately, as well as excellent organizational, multitasking, and problem- solving abilities. With my strong knowledge of the planning and administrative processes, I am confident that I can quickly become a valuable asset to your team.

I am also highly driven and motivated to learn and grow in my career. I am a fast learner and I am always eager to take on new challenges.

I have enclosed my resume and I look forward to discussing the Planning Assistant position with you in more detail soon. Thank you for your time and consideration.

Sincerely,

**Your Name**

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