




# Sara García

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To Whom it may concern,

I would like to apply for the position of Director Assistant in your company. I saw your ad on your website where you mention you need someone for that position. I would like to highlight my training and work experience, as well as mentioning why I believe I am the ideal person to play this position.

Regarding my academic training, I am graduated as a Higher Technician in Office Director Assistance, which has allowed me to acquire specialized knowledge in the management of administrative tasks, documentation management and coordination of agendas. Previously, I did the Social *Bachillerato*, which has provided me with a solid foundation in areas such as economics, communication and organization.

For the last year I have worked as an intern of Director Assistant at Linkia FP, where I had the opportunity to demonstrate my ability to perform various responsibilities. During this period, I answered phone calls, prepared reports in Excel and organized various administrative tasks. In addition, I work as a private teacher for teenagers and I have specialized in helping them prepare for their exams and establishing an effective and organized study system.

My qualities and skills are a key factor that distinguishes me as a candidate for this position. I am a responsible person, committed to quality and rigour in every task I do. I have a natural gift for organization and a strong understanding of the Microsoft suite, which allows me to work efficiently with applications such as Word, Excel, PowerPoint and Access. I also have basic knowledge in accounting which allows me to handle financial tasks related to director assistance.

In summary, my education, work experience, and skills make me an ideal candidate for the position of Director Assistant.

I am attaching a copy of my CV.

I look forward to the opportunity to discuss in person how I can contribute to the success of your team. Thank you for considering my request.

Sincerely,

Sara García López  
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