John Connors

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Mr. Jeffery Bezos
Amazon
2121 7th Ave
Seattle, WA 98121

Dear ,

Please accept my enclosed application for the Executive Assistant position at Amazon. As the Executive Assistant to the CEO at Microsoft, I spent 17 years honing my ability to anticipate needs and scheduling abilities. Your job posting specified the following qualifications:

- You must possess the ability to keep one of the most powerful men on earth on schedule and prepared for his daily meetings
- You must be able to quickly learn Mr. Bezos' preferences so that you will be able to anticipate his needs and desires.
- You must have a good sense of humor. Mr. Bezos does not tolerate dullness well.

As you can see from my enclosed resume, I have the following experience:

- I spent the last 17 years keeping Bill Gates on time and informed.
- I have a 164 IQ and I am a very quick learner.
- I have written several humor pieces for The New Yorker and The Economist, as well as three short videos for Funny or Die. In other words, I have a sizable comedic range.

Given these requirements, I am certain that I have the necessary skills to successfully do the job adeptly and perform above expectations.

After reviewing my enclosed resume and LinkedIn profile (please see above) I believe you will find I have the qualities you are looking for. I look forward to discussing the position, and will follow up with you in the near future.

John Connors