

# PRICING

**LinkedIn About/Summary Update w/ Tips on Page Updates**

\$15

**Cover Letter**

\$25

**Resume**

\$50

**Bundle and Save**

**LinkedIn Summary (-\$5) + Cover Letter (-\$5) + Resume (-\$5)**

**\$75**

*\*If you need consultation regarding your job search process, don't forget to inquire about my hourly consultant services.*



Mei Childs Samples



## Brianna Thompson

Executive Assistant Specializing in Calendar Management and Travel Arrangement for executives and senior management in the financial services industry.

### About

Have you ever wanted an executive assistant who combines AI accuracy and proficiency with friendliness and emotional intelligence to keep your clients happy? Keep reading because I think you've found a perfect match!

Hi, I'm Brianna Thompson and I specialize in providing senior managers. I started as a customer service professional and worked my way up to administrative assistant-level work. Along the way, I've picked up these specific executive assistant skills that leaders will find helpful.

- Interpersonal Communication
- Organization
- Report generation and analysis
- Travel Management
- Calendar Management
- Event Management
- Technology Proficiency

In addition to my phenomenal admin skills, my strong knowledge of the financial services industry makes me an ideal executive assistant for bank branch managers, investment banking managers, chief financial officers, and other senior finance management leaders.

Let's work together!

Check out my online portfolio by clicking my website link above to get more insight about me and my career. Also, feel free to reach out to me here on LinkedIn regarding work opportunities.

#### A Few Recommendations to Improve Your LinkedIn Bio/Summary

- Use a forward-facing image, preferably with a white background.
- Include a cover image, preferably one associated with what you do for a living. For example, if you're a photographer, include a camera on a desk.
- Keep bio/summary between 150 – 300 words.

Image courtesy of ID 51712636 | Black Woman Headshot © Sam74100 | Dreamstime.com.

Image courtesy of ID 208588211 | Black © Dragoscondrea | Dreamstime.com.

Image courtesy of ID 88412111 | Best Value © Chris Dorney | Dreamstime.com.

DISCLAIMER: All of the information here is used only for the purpose of promoting my resume writing services. These is not real client information and stock photos were used for these examples. Any semblance to an actual person is coincidental.

**Commented [MC1]:** Try to write your summary in a conversational tone. If you don't feel like you should use a conversational tone because of the industry you're seeking, opt for the 3<sup>rd</sup> person instead.

**Commented [MC2]:** Your headline can be simply what you do and who you currently work for. However, if you want to add pizzazz, it's a good idea at outline what you're looking for and what you specialize in.

**Commented [MC3]:** I use the AIDA (attention, interest, desire, action) approach to develop LinkedIn bios for clients. This is a copywriting technique for writing engaging copy. Using this format will allow your about page to be more personable.

# BRIANNA THOMPSON

*Ambitious and Organized Executive Assistant*

Kansas City, Missouri 6XXXX | 314-XXX-XXX | BriThompson@somemail.com

August XX, 20XX

Chief financial officers and other senior money managers have enough on their plate daily to ensure the company's financial health. The last thing they need is tedious matters interrupting their busy schedule or critical activities falling through the cracks.

I'm Briana Thompson, and I am qualified to be your next Executive Assistant. I saw the recent job description on LinkedIn, and I can perform the required skills listed and go above and beyond what's needed. Here are three of my most valuable skills as they relate to this job.

- I specialize in keeping a smoothly running office environment, with all events, calendar items, and customer service running accurately.
- I have a keen ability to prepare reports useful for senior management to determine the financial health of the company or department.
- I act as a liaison to several departments, including Accounts Payable and Receivable, Human Resources, and other related departments.

My previous supervisor had this to say when I was promoted to Administrative Assistant:

"Briana has been a blessing for our team as a Customer Service Professional. She helped organize and convert all our paper files into electronic ones, making retrieving customer data easier. She also put our customers at ease whenever they faced difficulties or setbacks. Her promotion to Administrative Assistant is well-deserved, and she will undoubtedly do well in this role."

Thank you for taking the time to review my cover letter for the Executive Assistant role. Feel free to take a look at the resume and application I have included.

Also, take a look at my LinkedIn Profile, <https://www.linkedin.com/in/BriThompson>, which provides more details about my career. I look forward to speaking with you soon. For follow-up, you can reach me at 314-XXX-XXX or email me at BriThompson@somemail.com.

Best Regards,

Brianna Thompson

**Commented [MC4]:** Client will add their own personally identifiable information.

**Commented [MC5]:** Client will update the address as needed before sending the document to potential jobs.

**Commented [MC6]:** Try to point out a key statistic or relevant point about the industry to gain the interest of the reader. Allow this to lead into your intro.

**Commented [MC7]:** The 3 specific marketable skills to include on your cover letter will be based on what seems to be most important on the job description. They don't have to be sentences. You can list them as statements.

**Commented [MC8]:** Try to include some form of praise from a supervisor or customer to add credibility.

**Commented [MC9]:** Wrap up your cover letter with how a recruiter can learn more about you via a LinkedIn profile, online portfolio, or website. Also, include your phone number and/or email. Also, keep in mind if your LinkedIn url isn't unique to your name and instead has a string of numbers, you can convert it to a personalized LinkedIn url. See the link below for details.

<https://www.linkedin.com/help/linkedin/answer/a542685/manage-your-public-profile-url?lang=en#:~:text=Click%20View%20Profile..URL%20in%20the%20text%20box.>

# BRIANNA THOMPSON

*Ambitious and Organized Administrative Assistant*

[www.brithompson.fake](http://www.brithompson.fake) | Kansas City, Missouri 6XXXX | 314-XXX-XXX | [BriThompson@nomail.com](mailto:BriThompson@nomail.com)

**Commented [MC10]:** Make sure you include the job title of the job you're searching for in the resume.

**Commented [MC11]:** Include a website or LinkedIn profile along with other key info such as address, email, and phone.

## QUALIFICATIONS SUMMARY

Hardworking and dedicated office professional with three years of experience performing administrative duties and managing the office in a financial services setting. Over ten years of experience providing stellar administrative support and customer service to senior leadership. Excellent problem solver with a track record for employing best practices for maintaining customer records. Works well under pressure, with a keen ability to meet deadlines and exhibit sound judgment. Flexible and adaptable with strong teamwork skills.

### *Significant Accomplishments:*

Promoted from customer service professional to administrative assistant after improving the customer records management process by half.

Received "Employee of the Month" designation twice for providing outstanding customer service and helping the sales team acquire and retain clients.

## SKILLS & TECHNICAL PROFICIENCIES

### General Office

Customer Service | Schedule Management | Records Management | Data Entry | Communications

### Administrative Support

Calendar Management | Travel Planning | Event Planning | Compile Reports | Project Coordination | Logistics

### Technology

Microsoft Office Suite | Google Suite | QuickBooks

### Accounting

General Ledger | Payroll | Accounts Receivable | Expense Reports | Vendor Invoices

## WORK HISTORY

### Administrative Assistant

XYZ Financial Planners | Kansas City, Missouri | January 2021 to Present

Promoted from customer service professional to organize and maintain records for a small group of financial planners of a financial firm.

- Maintained accurate customer records and disposed of them in accordance with company policies.
- Worked with the executive assistant to plan national and international travel, update calendars, and plan events for senior management.
- Prepared daily, monthly, and yearly reports for senior management to assist with strategic planning.
- Facilitated auditing processes with internal and external auditors.

### Customer Service Professional

XYZ Financial Planners | Kansas City, Missouri | January 2018 to December 2020

Greeted customers and set appointments for clients in a financial planner specializing in retirement and estate planning.

- Received checks, money transfers, cash, and other payments from customers receiving financial services.
- Performed troubleshooting online and by phone for customers having trouble accessing accounts.
- Disbursed and collected preliminary information from customers to help financial planners assess customers' financial needs.

#### Cashier

A to Z Gas Station | Kansas City, Missouri | September 2017 to December 2017

Sold gas and convenience products to customers in a local gas station.

- Greeted customers and quickly provided for their needs.
- Replenished stock and convenience foods at regular intervals throughout the day.
- Managed tills between shifts and finalized counts for bank deposits nightly.

#### Inventory Specialist

ABC & Son's | Overland Park, Missouri | June 2016 to August 2017

Maintained the stock of a small-scale company specializing in providing car parts for local auto dealerships.

- Lifted 50 to 100 pounds of merchandise and rotated it regularly according to standards.
- Received and built displays to encourage sales and brand awareness.
- Served as the ordering liaison for the shipping and receiving department.

#### EDUCATION

Associate's degree in business management

Mel Childs Samples