

MARK J. SMITH

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April 22, 2013

Re: Application for Accredited Assistant Position

Dear Hiring Manager,

Please accept this letter and attachments as my application for a position as your Executive Assistant. As a service-driven individual with a keen passion for supranational politics, the opportunity to provide professional, sustainable support in this capacity is highly intriguing.

I am currently working in the private economy; however, my desired career path has always been oriented around working for the European Parliament. Accordingly, I have attained a Masters in European Public Policy, and an Honours Bachelor of Arts in International Relations. I believe that this specialized academic training provides me with the knowledge to succeed, and excel, as your Executive Assistant.

Similarly, throughout my academic training and since its conclusion, I have also immersed myself in international and multilingual workplaces that have allowed me to build and exercise my professional communication, conflict resolution, and leadership skills. In addition to being able to effectively communicate in seven different languages (German, Polish, English, French, Portuguese, Spanish, and Dutch), I also possess the ability to handle rapidly changing situations and circumstances with tact, diplomacy, and professionalism.

To me, the most important aspect of providing effective assistance is being able to exercise professional discretion and decision-making skills. I have refined this skill over several years of unique experience in challenging professional environments, including: commercial operations, customer care, strategic relations, and operations analysis.

I am also highly resourceful when it comes to finding EU-related information, as my partner currently works within the European Parliament, providing me with job-specific familiarity. I have voluntarily joined my partner on several occasions for the Parliament sessions, with a view to obtaining first-hand experience of the plenary sessions in action. I am also keeping up-to-date with current EU affairs and legislation, and regularly follow the debates in the plenary.

In summary, I know the value of organization, professionalism, and communication. I am a team player with job-specific experience and conflict resolution skills, as well as a broad educational foundation concerning the EU and supranational governance. Most importantly, however, I have a genuine passion for this field of work, and more specifically, for assisting others. I invite you to review my application and welcome any opportunity to speak with you to discuss my suitability for this position. Thank you kindly for your time and consideration.

Yours sincerely,

Mark J. Smith