

**Stephen Craig Mitchell**  
Henderson, NV 89074 · Remote  
hello@stephencraigmitchell.com  
stephencraigmitchell.com

July 7, 2026

**Hiring Manager**

[COMPANY NAME]

**Re: [ROLE TITLE] Application — Stephen Craig Mitchell**

Dear Hiring Manager,

I am writing to express my strong interest in the [ROLE TITLE] position at [COMPANY NAME]. I am an executive assistant and operations coordinator who has managed complex calendars, document workflows, vendor relationships, and multi-stakeholder communication for a Private Family Trust — while also building the digital tooling that kept those operations running.

In my trust role I served as the primary liaison between trustees, advisors, and external parties; prepared governance and compliance documents; coordinated vendors; and built systems that reduced document-review cycles from hours to seconds. Before that I operated in high-volume hospitality and event environments where accuracy, anticipation, and calm under pressure were non-negotiable. The result is an EA who does not just schedule — I architect the operational order behind the executive.

In the first 90 days I would shadow your leadership team to learn preferences and communication rhythms, take ownership of calendar and document workflows within 60 days, and by day 90 run a documented, repeatable support operation that frees you to focus on high-leverage decisions.

I am based in Henderson, NV, available immediately, and open to remote, hybrid, or on-site support. I would welcome the opportunity to discuss how my operational discipline and discretion can support [COMPANY NAME]'s leadership team.

Respectfully,

**Stephen Craig Mitchell**

*P.S. I built the document-and-calendar discipline behind a five-year trust engagement; I can replicate that operational order for your team immediately.*