

[Your Name]
[Your Phone Number]
[Your Email]
[LinkedIn Profile Link]

[Date]

[Hiring Manager Name]
[Title]
[Company Name]
[Company Address]

RE: Bilingual Executive Assistant Application - Referred by [Referral Name]

Dear [Mr./Ms./Mx. Hiring Manager Last Name],

I am writing to express my interest in the Bilingual Executive Assistant position at [Company Name], as recommended to me by [Referral Name], [Referral's Title/Relationship]. Having followed [Company Name]'s recent expansions in [Target Language Market], I am eager to bring my administrative expertise and native-level fluency in both English and [Second Language] to your executive team.

In my most recent role at [Previous Company], I supported C-suite executives by managing complex international calendars, coordinating cross-border travel, and facilitating communication between stakeholders in [Country A] and [Country B]. My ability to navigate diverse cultural nuances and provide precise live interpretation has consistently streamlined operations and strengthened global partnerships.

Key highlights of my qualifications include:

- **Bilingual Proficiency:** Professional fluency in English and [Second Language] with experience in technical and legal translation.
- **Executive Support:** Expert management of high-volume scheduling, sensitive correspondence, and expense reporting.
- **Project Management:** Proven track record of organizing international conferences and board meetings with 100+ attendees.
- **Confidentiality:** Discreet handling of proprietary information and high-stakes negotiations.

I am confident that my background in high-level administrative support and my linguistic capabilities align perfectly with the requirements of this role. I look forward to the possibility of discussing how I can support the productivity and international reach of the executive team at [Company Name].

Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]