

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

[Date]

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

Dear [Hiring Manager Name],

I am writing to express my interest in the Executive Assistant to the [Title, e.g., CEO] position at [Company Name]. I was recently speaking with [Referral Name], [Referral's Title] at [Referral's Company/Department], who suggested I reach out regarding this opening given my background in supporting high-level C-Suite leadership.

With [Number] years of experience operating as a strategic partner to executive teams, I specialize in navigating complex global calendars, managing sensitive stakeholder communications, and executing high-priority projects with total discretion. In my previous role at [Previous Company], I supported the [Executive Title] by [Key Accomplishment, e.g., streamlining board meeting preparation or managing a budget of \$X].

Having followed [Company Name]'s recent [Recent Initiative/Success], I am impressed by your commitment to [Specific Value]. I am confident that my proactive approach to administrative management and my ability to anticipate the needs of a busy executive would make me an immediate asset to your office.

Thank you for your time and consideration. I look forward to the possibility of discussing how my experience aligns with the needs of [Executive Name] and the broader leadership team.

Sincerely,

[Your Name]