

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

[Date]

[Hiring Manager Name]
[Title, e.g., Chief of Staff or CEO]
[Company Name]
[Company Address]

Re: Referral for Executive Assistant to the [Title of Executive] Dear [Hiring Manager Name], I am writing to express my interest in the Executive Assistant position supporting [Executive Name], as referred to me by [Referral Name, Title]. Having worked closely with [Referral Name] at [Previous Company/Context], they suggested my background in high-level administrative partnership and strategic operations would be an ideal match for the fast-paced environment at [Company Name]. Currently, I serve as [Current Title] at [Current Company], where I act as a strategic force multiplier for [Title of current Executive]. My experience goes beyond traditional calendar management; I specialize in: **Strategic Gatekeeping:** Managing complex workflows and prioritizing high-impact initiatives to ensure the executive focuses on core business objectives. **Project Management:** Leading cross-functional projects and internal communications to streamline operations between the C-suite and department heads. **Discretion & Diplomacy:** Handling sensitive information with absolute confidentiality while acting as a primary point of contact for board members and external stakeholders. I am particularly drawn to [Company Name] because of [mention a specific company achievement or cultural value]. My goal is to leverage my proactive problem-solving skills to minimize friction for [Executive Name] and contribute to the overall efficiency of the leadership team. Thank you for your time and consideration. I have attached my resume for your review and look forward to the possibility of discussing how I can support your executive office. Best regards, [Your Signature] [Your Printed Name]