

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

[Date]

[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]

RE: Confidential Executive Assistant Position - Referral by [Referrer Name]

Dear [Recipient Name],

It is with great enthusiasm that I submit my application for the Executive Assistant position at [Company Name], as recommended to me by [Referrer Name]. Having supported high-level executives within [Industry] for over [Number] years, I understand the level of discretion, foresight, and precision required to manage the operations of a principal's office.

In my most recent role at [Previous Company], I acted as the primary gatekeeper and strategic partner to the [Principal's Title]. My background includes:

- **Complex Logistics:** Managing intricate domestic and international travel, multifaceted calendars, and high-stakes meeting coordination.
- **Confidentiality:** Handling sensitive corporate data, legal documents, and private communications with absolute integrity.
- **Operational Efficiency:** Streamlining administrative workflows to reclaim [Percentage]% of the executive's time for core strategic initiatives.

[Referrer Name] suggested I reach out because of your current need for an assistant who can operate autonomously in a fast-paced environment. I am particularly drawn to [Company Name]'s reputation for [Specific Company Value or Recent Achievement].

I would welcome the opportunity to discuss how my background in high-level support can contribute to your executive team's success. Thank you for your time and for the consideration of my candidacy.

Sincerely,

[Your Signature]

[Your Printed Name]