

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

[Date]

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

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

I am writing to express my interest in the Executive Assistant position at [Company Name], as recommended to me by [Referral Name], [Referral's Title/Relationship to Company]. Having worked closely with [Referral Name] at [Previous Company or Context], they suggested my background in high-level administrative support would be an excellent fit for your executive team's needs.

Currently, I serve as an Executive Assistant at [Current/Most Recent Company], where I support [Executive Title]. My experience is centered on managing complex global calendars, orchestrating domestic and international travel, and serving as a primary liaison between the executive office and key stakeholders. I pride myself on my ability to anticipate needs before they arise and maintain absolute discretion in high-pressure corporate environments.

Some of my recent achievements include:

- [Key Achievement 1: e.g., Streamlining reporting processes that saved 10 hours of weekly administrative time]
- [Key Achievement 2: e.g., Project managing a corporate retreat for 50+ stakeholders on a strict budget]
- [Key Achievement 3: e.g., Implementing a new CRM system to improve executive workflow and communication]

[Company Name]'s reputation for [Specific Company Value or Recent Achievement] aligns perfectly with my professional standards. I am eager to bring my organizational expertise and proactive mindset to your organization to help drive operational efficiency at the executive level.

Thank you for your time and for considering the recommendation of [Referral Name]. I look forward to the possibility of discussing how I can contribute to the continued success of [Company Name].

Sincerely,

[Your Signature]

[Your Printed Name]