

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

[Date]

[Hiring Manager Name]
[Title]
[Healthcare Organization Name]
[Address]

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

I am writing to formally express my interest in the Executive Assistant position at [Healthcare Organization Name]. I was recently speaking with **[Referral Name]**, [Referral's Title/Relationship], who suggested I reach out regarding this opportunity given my background in high-level administrative support within the healthcare sector.

With over [Number] years of experience supporting C-suite healthcare professionals, I have developed a specialized skill set that includes managing complex clinical schedules, ensuring HIPAA compliance, and facilitating seamless communication between board members, medical staff, and external stakeholders. In my previous role at [Previous Organization], I successfully [mention a specific achievement, e.g., streamlined patient-provider scheduling or managed a departmental budget of \$X].

I am particularly drawn to [Healthcare Organization Name] because of your reputation for [mention a specific company value or recent medical achievement]. My ability to remain composed in fast-paced clinical environments, combined with my proficiency in [Specific Software/EMR], allows me to provide the proactive support necessary for an executive to focus on patient outcomes and organizational growth.

I have attached my resume for your review and would welcome the opportunity to discuss how my administrative expertise can support your leadership team. Thank you for your time and consideration.

Sincerely,

[Your Name]