

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

[Date]

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

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

I am writing to express my interest in the International Executive Assistant position at [Company Name]. I was encouraged to apply for this role by [Referral Name], who spoke highly of your team's global initiatives and the dynamic environment of your executive office.

With [Number] years of experience supporting C-suite executives across multiple time zones and cultures, I have developed a specialized skill set in global operations. My background includes managing complex international travel logistics, overseeing cross-border communications, and coordinating high-level meetings across [Specific Regions, e.g., EMEA and APAC]. I am fluent in [Languages] and possess a deep understanding of international business etiquette.

In my previous role at [Previous Company], I successfully streamlined administrative workflows for a global leadership team, resulting in [Key Achievement/Percentage Improvement]. I am confident that my proactive approach, cultural intelligence, and ability to navigate fast-paced international environments would make me a valuable asset to your executive team.

Thank you for your time and consideration. I look forward to the possibility of discussing how my international expertise aligns with the needs of [Company Name].

Sincerely,

[Your Signature]

[Your Printed Name]