

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

[Date]

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

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

I am writing to express my enthusiastic interest in the Executive Assistant position at [Organization Name], as recommended to me by [Referral Name], [Referral's Title/Relationship to Organization]. Having followed [Organization Name]'s impactful work in [Mission Area/Sector], I am eager to contribute my administrative expertise to support your leadership team and further your mission.

With [Number] years of experience providing high-level support in the [Nonprofit/Public] sector, I have developed a specialized skill set in managing complex calendars, coordinating board relations, and streamlining internal operations. At my previous organization, [Previous Organization Name], I successfully [mention a specific achievement, e.g., managed a donor database migration or organized a high-level gala], which resulted in [mention a metric or positive outcome].

I understand the unique demands of the nonprofit environment-where resourcefulness, mission-alignment, and stakeholder diplomacy are paramount. My background in [specific skill, e.g., grant reporting or volunteer coordination] allows me to serve not just as an administrative gatekeeper, but as a proactive partner in organizational growth.

I would welcome the opportunity to discuss how my background and my passion for [Organization's Cause] can benefit your executive team. Thank you for your time and for the consideration of my application.

Sincerely,

[Your Signature]
[Your Printed Name]