

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

[Date]

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

Dear [Recipient Name],

I am writing to formally express my interest in the Senior Executive Assistant position at [Company Name], as recommended to me by [Referral Name], [Referral's Title/Relationship to Recipient]. Having worked closely with [Referral Name] in the past, they suggested that my background in high-level administrative support and strategic operations would be an excellent match for your team's current needs.

With over [Number] years of experience supporting C-suite executives within the [Industry] sector, I have developed a comprehensive skill set that goes beyond traditional administrative tasks. My expertise lies in managing complex calendars, overseeing sensitive projects, and serving as a primary liaison between the executive office and internal/external stakeholders. At [Current or Previous Company], I successfully [mention a specific achievement, e.g., streamlined executive workflows or managed a global leadership summit], which resulted in [quantifiable result].

I am particularly drawn to [Company Name] because of [mention a specific company value, project, or reputation]. As a Senior Executive Assistant, I view my role as a strategic partner, ensuring that the leadership team can focus on high-impact initiatives while I handle the operational intricacies with discretion and precision.

I have attached my resume for your review and would welcome the opportunity to discuss how my experience and [Referral Name]'s recommendation align with the goals of your office. Thank you for your time and consideration.

Best regards,

[Your Signature]  
[Your Printed Name]