

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

[Date]

[Hiring Manager Name]  
[Title, e.g., Chief of Staff or Founder]  
[Startup Name]

Dear [Hiring Manager Name],

I am writing to express my interest in the Executive Assistant position at [Startup Name], as referred to me by [Referral Name], [Referral's Title/Relationship to Company]. Having closely followed [Startup Name]'s recent [milestone/funding round/product launch], I am eager to bring my experience in high-growth support to your leadership team.

Currently, I serve as [Current/Previous Job Title] at [Previous Company], where I support [Executive Title]. In this role, I have developed a deep understanding of the agility required in a startup environment, specifically:

- **Complex Coordination:** Managing intricate calendars and international travel logistics across multiple time zones.
- **Operational Efficiency:** Implementing [System/Software] which reduced [Process] time by [Percentage].
- **Strategic Partnership:** Acting as a gatekeeper and liaison between the executive office and key stakeholders, including investors and board members.

[Referral Name] mentioned that [Startup Name] is currently focusing on [specific challenge or goal], and I am confident that my proactive approach to problem-solving and "no task too small" mentality would allow [Executive Name] to focus entirely on scaling the business.

I have attached my resume for your review and would welcome the opportunity to discuss how I can streamline operations for your executive team. Thank you for your time and consideration.

Best regards,

[Your Name]