

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

[Date]

[Hiring Manager Name]
[Title]
[Company Name]

Dear [Hiring Manager Name],

I am writing to express my interest in the Strategic Executive Assistant position at [Company Name]. I was encouraged to reach out by [Referral Name], who spoke highly of the team's current objectives and suggested that my background in high-level executive support would be a strong fit for your operational needs.

With over [Number] years of experience supporting C-suite leaders, I view the role of an Executive Assistant as a strategic business partnership. In my previous role at [Previous Company], I was responsible for more than just calendar management; I acted as a gatekeeper and liaison, ensuring the executive's time was focused on high-leverage activities and long-term business goals.

Key highlights of my strategic support include:

- **Project Orchestration:** [Briefly describe a project or initiative you managed].
- **Operational Efficiency:** [Briefly describe a process or system you optimized].
- **Stakeholder Management:** [Mention experience managing internal/external communications].

I am particularly drawn to [Company Name] because of [Specific reason or recent company news]. I am confident that my proactive approach and ability to anticipate needs will allow [Executive Name or "your leadership team"] to operate at peak efficiency.

I have attached my resume for your review and would welcome the opportunity to discuss how I can contribute to the continued success of [Company Name]. Thank you for your time and consideration.

Best regards,

[Your Name]