

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

[Date]

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

Re: Referral from [Referrer's Name] for Technical Executive Assistant Position

Dear [Hiring Manager Name],

I am writing to express my interest in the Technical Executive Assistant position at [Company Name], as recommended by [Referrer's Name]. Having followed [Company Name]'s work in [Industry/Sector], I am eager to bring my combined background in high-level administrative support and technical workflow optimization to your executive team.

In my previous role at [Previous Company], I supported [Title of Executive] by managing complex calendars and travel while simultaneously overseeing [Specific Technical Project or Tool Implementation]. I am highly proficient in [Software/Tool 1], [Software/Tool 2], and [Coding Language or Technical Framework], allowing me to act as a bridge between the leadership suite and technical departments.

I am particularly drawn to [Company Name] because of [Specific Company Achievement or Goal]. I am confident that my ability to streamline operations and handle sensitive data with technical precision will be an asset to [Executive Name]'s office.

Thank you for your time and consideration. I have attached my resume and look forward to the possibility of discussing how I can support your team's objectives.

Best regards,

[Your Signature]