

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

[Date]

[Hiring Manager Name]
[Company Name]
[Company Address]

RE: Virtual Executive Assistant Application - Referred by [Referral Name]

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

I am writing to express my interest in the Virtual Executive Assistant position at [Company Name]. **[Referral Name]**, who I worked with at **[Previous Company/Project]**, suggested I reach out to you regarding this role and spoke highly of your team's current growth initiatives.

With [Number] years of experience providing high-level remote administrative support, I specialize in streamlining operations for busy executives. My background includes:

- Managing complex calendar logistics across multiple time zones.
- Acting as a primary gatekeeper for internal and external communications.
- Coordinating international travel and expense reporting with precision.
- Utilizing digital tools including [Software 1], [Software 2], and [Software 3] to maintain organizational efficiency.

Having worked remotely for several years, I possess the self-discipline and technical proficiency required to excel in a virtual environment. I am particularly drawn to [Company Name] because of your reputation for [specific company value or recent achievement].

I have attached my resume for your review and would welcome the opportunity to discuss how my proactive approach can help optimize your daily operations. Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]