

[Your Full Name]

[Phone Number] | [Email Address]

[LinkedIn Profile URL]

[City, State, Zip Code]

[Date]

[Hiring Manager Name]

[Title]

[Company Name]

[Company Address]

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

Please accept this letter and the enclosed resume as a formal expression of my interest in the Executive Assistant position at [Company Name]. Having supported C-suite leaders for [Number] years within the [Industry] sector, I am eager to transition into this role to apply my expertise in high-level operational coordination and strategic administrative support to a more expansive corporate environment.

In my current role at [Current/Previous Company], I have functioned as a strategic partner to the [Title of Executive], managing complex global travel, confidential board relations, and cross-departmental projects. My tenure has been defined by a commitment to increasing executive efficiency through [Specific Achievement, e.g., implementing a new CRM or streamlining reporting processes]. I am now seeking to elevate my career by bringing this proactive mindset to [Company Name], a firm I admire for its [Specific Company Value or Recent Achievement].

I am particularly drawn to this opportunity because of [Company Name]'s reputation for [mention a specific growth aspect or corporate culture element]. I am confident that my background in [mention a key skill, e.g., project management or crisis resolution] will allow me to provide the seamless, high-stakes support your leadership team requires to meet its upcoming strategic goals.

I welcome the opportunity to discuss how my professional evolution and dedication to executive excellence align with the needs of your office. Thank you for your time and consideration.

Sincerely,

[Your Signature (if sending by mail)]

[Your Printed Name]