

[Your Name]
[Current Job Title]
[Phone Number]
[Email Address]
[LinkedIn Profile URL]

[Date]

[Manager or Executive Name]
[Title]
[Company Name]

Dear [Name],

It is with great enthusiasm that I submit my application for the Executive Assistant position supporting the [Department/Executive Team] at [Company Name]. Having served as [Current Role] for the past [Number] years, I have developed a deep understanding of our organizational culture, technical workflows, and the strategic objectives driving our current growth in the [Specific Tech Sector] space.

During my tenure at [Company Name], I have consistently demonstrated the ability to navigate fast-paced environments and manage complex priorities. I am particularly proud of [Specific Achievement, e.g., streamlining a cross-functional project management tool or optimizing executive travel/scheduling], which resulted in a [Percentage/Metric] increase in team efficiency. My technical proficiency in [List relevant software, e.g., Slack, G-Suite, Jira, CRM tools] allows me to integrate seamlessly into high-level operational tasks.

I am eager to transition into this elevated role to provide high-impact administrative partnership. My familiarity with our internal stakeholders and product roadmap positions me to hit the ground running, reducing the onboarding friction typically associated with external hires. I am prepared to act as a proactive gatekeeper and strategic liaison to ensure your time is focused on [Core Executive Focus, e.g., scaling the engineering team or investor relations].

Thank you for considering my internal promotion. I look forward to the possibility of discussing how I can further contribute to the success of the executive suite at [Company Name].

Sincerely,

[Your Name]