

[Your Full Name]
[Current Job Title]
[Current Department]
[Email Address]
[Phone Number]

[Date]

[Hiring Manager Name]
[Title]
[Department Name]

RE: Application for Executive Assistant to [Executive Name/Department]

Dear [Mr./Ms./Mx. Surname],

It is with great enthusiasm that I submit my application for the Executive Assistant position supporting [Executive Name/Title]. Having served as [Current Title] within [Current Department] for the past [Number] years, I have developed a deep understanding of [Company Name]'s corporate culture, strategic goals, and operational workflows. I am eager to leverage this internal institutional knowledge to provide high-level administrative partnership at the executive level.

During my tenure in [Current Department], I have consistently demonstrated the discretion, foresight, and organizational excellence required for this role. Key contributions include:

- [Key Achievement 1: e.g., Streamlining a specific internal process or software implementation].
- [Key Achievement 2: e.g., Managing complex scheduling or project coordination for senior leadership].
- [Key Achievement 3: e.g., Resolving a long-standing departmental challenge].

My familiarity with our internal systems, including [mention specific software/tools used by the company], ensures a seamless transition with zero learning curve regarding company policy. I am already well-acquainted with the stakeholders and vendors critical to [Executive Name]'s success, allowing me to serve as an effective gatekeeper and liaison from day one.

I am deeply committed to the continued success of [Company Name] and welcome the opportunity to discuss how my evolved skillset and proven loyalty can support the executive office. Thank you for your time and consideration of my internal candidacy.

Sincerely,

[Your Typed Name]