

[Your Full Name]  
[Your Address]  
[City, State, Zip Code]  
[Phone Number] | [Email Address]

[Date]

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

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

I am writing to express my strong interest in the Administrative Executive Assistant position at [Company Name], as advertised on [Platform/Source]. With over [Number] years of experience supporting C-suite executives and managing complex office operations, I am confident in my ability to provide high-level administrative support to your leadership team.

In my previous role at [Previous Company Name], I successfully managed intensive calendars, coordinated international travel logistics, and served as the primary point of contact for internal and external stakeholders. I pride myself on my ability to anticipate needs before they arise and my proficiency in [List Software/Tools, e.g., Microsoft Office Suite, ERP systems, Project Management software].

Key achievements include:

- [Achievement 1: e.g., Streamlined office procurement processes, saving 15% in annual costs].
- [Achievement 2: e.g., Managed multi-million dollar departmental budgets with 100% accuracy].
- [Achievement 3: e.g., Coordinated large-scale corporate events for 200+ attendees].

I am particularly drawn to [Company Name] because of your reputation for [mention a specific company value or project]. I am eager to bring my organizational expertise and proactive communication style to help your executive team achieve their strategic objectives.

Thank you for your time and consideration. I look forward to the possibility of discussing how my background can benefit [Company Name].

Sincerely,

[Your Signature]  
[Your Printed Name]