

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

[Date]

[Hiring Manager's Name]  
[Executive's Name/Title]  
[Company Name]  
[Company Address]

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

I am writing to express my interest in the Executive Assistant position supporting [Executive's Name/Title] at [Company Name]. With over [Number] years of experience providing high-level administrative support to C-Suite executives, I have developed the discretion, technical proficiency, and strategic foresight necessary to serve as a seamless extension of your leadership team.

Throughout my career, I have excelled in managing complex environments, including:

- **Calendar & Travel Management:** Coordinating intricate international itineraries and prioritizing high-stakes meeting schedules across multiple time zones.
- **Strategic Communication:** Serving as the primary gatekeeper and liaison between the executive office, internal stakeholders, and external partners.
- **Project Oversight:** Managing special projects and board-level presentations with meticulous attention to detail and confidentiality.
- **Process Optimization:** Implementing [Specific Software/System] to streamline reporting and administrative workflows.

I am particularly drawn to [Company Name] because of [specific reason such as company culture, a recent milestone, or industry reputation]. I am confident that my proactive approach to problem-solving and my commitment to maintaining the highest standards of professional integrity will allow [Executive's Name] to focus on driving the company's strategic vision.

Thank you for your time and consideration. I look forward to the possibility of discussing how my background aligns with the needs of your executive office.

Sincerely,

[Your Signature]

[Your Printed Name]