

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

[Date]

[Hiring Manager Name]
[Title, e.g., Chief of Staff or Talent Acquisition]
[Company Name]
[Company Address]

Dear [Mr./Ms./Mx. Last Name or Hiring Committee],

I am writing to express my strong interest in the [Job Title, e.g., Executive Assistant to the Chief of Staff] position at [Company Name]. With a proven track record of providing high-level administrative support and strategic coordination in fast-paced executive environments, I am confident in my ability to enhance the operational efficiency of your leadership team.

In my previous role at [Previous Company], I specialized in managing complex calendars, streamlining cross-departmental communications, and executing special projects that allowed the executive office to focus on core strategic goals. I pride myself on my discretion, proactive problem-solving, and the ability to anticipate the needs of leadership before they arise.

My core competencies include:

- **Strategic Scheduling:** Maximizing executive productivity through meticulous calendar management.
- **Project Coordination:** Tracking milestones for organizational initiatives and ensuring deadlines are met.
- **Stakeholder Relations:** Serving as a professional liaison between the Chief of Staff and internal/external partners.
- **Operational Support:** Developing systems to improve office workflow and information management.

I am particularly drawn to [Company Name] because of your recent [mention a specific company achievement, value, or project]. I am eager to bring my organizational expertise to a team that values [mention a company value, e.g., innovation or excellence].

Thank you for your time and consideration. I look forward to the possibility of discussing how my background in executive support can contribute to the continued success of [Company Name].

Sincerely,

[Your Signature]

[Your Printed Name]