

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

[Date]

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

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

I am writing to express my interest in the Executive Assistant position at [Company Name], as advertised on [Platform/Website]. With over [Number] years of experience providing high-level administrative support to C-suite executives, I am confident in my ability to streamline operations and enhance productivity for your leadership team.

In my previous role at [Previous Company], I was responsible for complex calendar management, international travel coordination, and acting as a primary liaison between the executive office and internal/external stakeholders. I pride myself on my ability to anticipate needs before they arise, maintain strict confidentiality, and manage shifting priorities in fast-paced corporate environments.

My core competencies include:

- **Strategic Planning:** Coordinating board meetings, preparing executive briefings, and managing special projects.
- **Communication:** Drafting professional correspondence and managing high-volume communications with diplomacy.
- **Efficiency:** Implementing digital workflows and organizational systems to reduce administrative overhead.

I am particularly drawn to [Company Name] because of [mention a specific company value or recent achievement]. I am eager to bring my proactive approach and meticulous attention to detail to support the success of your executive team.

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

Sincerely,

[Your Signature (if sending by mail)]
[Your Full Name]