

[Your Full Name]
[Your Phone Number]
[Your Email Address]
[LinkedIn Profile URL]

[Date]

[Hiring Manager Name]
[Title]
[Financial Institution/Firm Name]
[Company Address]

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

Re: Application for Financial Executive Assistant to [Executive Name/Department]

I am writing to express my interest in the Executive Assistant position at [Company Name]. With a background in high-level administrative support and a deep understanding of [Specific Sector: e.g., Private Equity, Investment Banking, Wealth Management], I am confident in my ability to streamline operations and provide sophisticated support to your executive team.

In my previous role at [Current/Former Company], I managed complex calendar logistics, sensitive financial documentation, and international travel arrangements for [Number] senior partners. I am well-versed in the high-stakes nature of the financial industry, including maintaining strict confidentiality, preparing [Type of Reports: e.g., quarterly expense reconciliations], and coordinating board-level communications.

Key highlights of my qualifications include:

- Advanced proficiency in financial software and CRM systems including [Software Name].
- Proven track record of managing high-priority projects under tight market-driven deadlines.
- Exemplary professional communication skills tailored for HNW clients and stakeholders.
- A proactive approach to anticipating executive needs and optimizing daily workflows.

I am eager to bring my organizational expertise and industry knowledge to [Company Name] and contribute to the firm's continued success. Thank you for your time and consideration.

Sincerely,

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