

[Your Full Name]
[Your Phone Number]
[Your Email Address]
[Your LinkedIn Profile / Portfolio]

[Date]

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

Dear [Hiring Manager Name],

I am writing to express my interest in the Operations Executive Assistant position at [Company Name]. With a strong background in administrative coordination and operational support, I am confident in my ability to streamline workflows and provide high-level assistance to your executive team.

In my previous roles, I have excelled at managing complex calendars, overseeing vendor relationships, and implementing process improvements that saved [Number]% in departmental costs. I pride myself on my ability to anticipate the needs of leadership and handle sensitive information with absolute discretion.

My core competencies include:

- Strategic calendar management and travel coordination.
- Project management and cross-departmental communication.
- Drafting operational reports and high-stakes presentations.
- Optimizing office systems and digital filing structures.

I am particularly drawn to [Company Name] because of [Reason for Interest/Company Value]. I am eager to bring my organizational expertise to your team to help drive operational excellence.

Thank you for your time and consideration. I look forward to discussing how my skills align with the goals of [Company Name].

Sincerely,

[Your Signature]
[Your Printed Name]