

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

[Current Date]

[Hiring Manager Name]
[Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

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

I am writing to formally express my interest in the Executive Assistant position at [Company Name], as advertised on [Platform/Source]. 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 most recent role at [Previous Company], I served as the primary point of contact for [Executive Title], managing complex international travel logistics, calendar prioritization, and sensitive stakeholder communications. I am particularly adept at [Skill 1: e.g., project management], [Skill 2: e.g., budget oversight], and [Skill 3: e.g., confidential document preparation]. I pride myself on my ability to anticipate needs before they arise, allowing leadership to focus on strategic initiatives.

Your firm's reputation for [Specific Company Value or Achievement] aligns perfectly with my professional background in [Industry Name]. I am eager to bring my proactive approach and meticulous attention to detail to the [Department Name] team to ensure seamless daily operations.

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

Sincerely,

[Your Signature (if sending by mail)]

[Your Typed Name]