

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

[Date]

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

Dear [Hiring Manager Name],

I am writing to express my interest in the Project Management Executive Assistant position at [Company Name]. With a background in high-level administrative support and a deep understanding of project lifecycles, I am confident in my ability to streamline your executive operations and facilitate the successful delivery of key initiatives.

In my previous roles, I have excelled at managing complex calendars, coordinating cross-departmental communications, and monitoring project milestones. I specialize in translating high-level executive goals into actionable tasks, ensuring that deadlines are met and stakeholders remain informed. My proficiency in tools such as [Software Name, e.g., Asana, Trello, Jira] allows me to maintain organized workflows and provide real-time status updates.

Key highlights of my experience include:

- [Briefly describe a specific project you supported or managed].
- [Mention an administrative process you optimized to save time or costs].
- [Highlight your experience in budget tracking or resource allocation].

I am particularly drawn to [Company Name] because of [mention a specific company project or value]. I am eager to bring my proactive problem-solving skills and project management discipline to your executive team to help drive organizational growth.

Thank you for your time and consideration. I look forward to the possibility of discussing how my dual expertise in administration and project management can benefit [Company Name].

Sincerely,

[Your Signature (if sending by mail)]

[Your Typed Full Name]