

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

[Date]

[Recipient Name]
[Title]
[Company Name]
[Company Address]

RE: SENIOR EXECUTIVE ASSISTANT APPLICATION - [EXECUTIVE NAME/DEPARTMENT]

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

I am writing to express my interest in the Senior Executive Assistant position at [Company Name]. With over [Number] years of experience providing high-level administrative support to C-suite executives, I have developed a reputation for exceptional organizational strategy, discretion, and the ability to navigate complex corporate environments.

In my most recent role at [Previous Company], I served as the primary point of contact for the [Executive Title], managing intricate global travel logistics, prioritizing high-volume communications, and overseeing specialized projects. My background includes:

- **Strategic Calendar Management:** Orchestrating complex schedules across multiple time zones and resolving conflicting priorities with poise.
- **Executive Liaison:** Serving as a professional gatekeeper and bridge between the executive office, internal stakeholders, and external partners.
- **Project Oversight:** Coordinating board meetings, annual retreats, and confidential reporting with meticulous attention to detail.

I am particularly drawn to [Company Name] because of your reputation for [Specific Company Value or Achievement]. I am confident that my proactive approach to administrative management and my ability to anticipate executive needs will contribute significantly to the efficiency of your leadership team.

I welcome the opportunity to discuss how my background in senior-level support aligns with the goals of [Company Name]. Thank you for your time and consideration.

Sincerely,

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