

[Your Full Name]

[Your Phone Number]

[Your Email Address]

[LinkedIn Profile URL]

[Date]

[Hiring Manager Name]

[Company Name]

[Company Address]

Dear [Hiring Manager Name or "Team"],

I am writing to express my interest in the Executive Assistant position at [Company Name]. With a background in supporting C-suite leaders within high-growth technology environments, I possess the technical fluency and organizational agility required to streamline operations for your executive team.

Throughout my career, I have specialized in managing complex calendars, coordinating international travel logistics, and overseeing cross-functional projects. At [Previous Company], I successfully implemented [Tool/Software Name] to improve team workflow, resulting in a [Percentage/Metric] increase in scheduling efficiency. I am well-versed in the tools essential to modern tech stacks, including [List Tools: e.g., Slack, Notion, G-Suite, Zoom].

What excites me about [Company Name] is your recent focus on [Specific Company Initiative or Product]. I am eager to apply my proactive problem-solving skills and discretion to help your leadership team stay focused on high-impact strategic goals while I manage the operational complexities of their daily office.

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

Sincerely,

[Your Name]