

[Your Full Name]
[Phone Number]
[Email Address]
[LinkedIn Profile/Portfolio URL]
[Current Location/Timezone]

[Date]

[Hiring Manager Name]
[Company Name]
[Company Address/Remote]

RE: Virtual Executive Assistant Application - [Your Name]

Dear [Hiring Manager Name],

I am writing to express my interest in the Virtual Executive Assistant position at [Company Name]. With [Number] years of experience providing high-level administrative support in remote environments, I am confident in my ability to streamline your operations and manage complex executive workflows with precision.

Throughout my career, I have specialized in managing heavy calendar scheduling, international travel coordination, and inbox triaging for C-suite executives. My proficiency in [Specific Software/Tools, e.g., Google Workspace, Slack, Trello, or CRM platforms] allows me to integrate seamlessly into digital teams while maintaining strict confidentiality and proactive communication.

I pride myself on being a "gatekeeper" who anticipates needs before they arise. In my previous role at [Previous Company], I successfully [mention a specific achievement, e.g., reduced scheduling conflicts by 40% or implemented a new digital filing system], directly contributing to the efficiency of the executive team.

I am eager to bring my organizational expertise and professional discretion to [Company Name]. I look forward to the possibility of discussing how my background aligns with your current requirements.

Thank you for your time and consideration.

Sincerely,

[Your Signature/Typed Name]