

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

[Date]

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

Dear [Hiring Manager Name or "Search Committee"],

I am writing to express my strong interest in the Administrative Executive Assistant position at [Company Name], as advertised on [Platform/Source]. With over [Number] years of experience supporting high-level executives, I am confident in my ability to streamline operations and provide proactive administrative partnership to your leadership team.

In my previous role at [Previous Company Name], I was responsible for managing complex calendars, coordinating international travel, and serving as the primary point of contact for internal and external stakeholders. I successfully implemented [Specific System or Improvement], which resulted in a [Percentage/Number] increase in departmental efficiency. My expertise lies in anticipating needs before they arise and maintaining absolute confidentiality in fast-paced environments.

I am particularly drawn to [Company Name] because of your reputation for [Specific Company Achievement or Value]. I am eager to bring my skills in project management, vendor relations, and executive correspondence to help your team achieve its strategic goals.

Thank you for your time and consideration. I look forward to the possibility of discussing how my background and work ethic can contribute to the continued success of [Company Name].

Sincerely,

[Your Signature]
[Your Printed Name]