

[Your Full Name]

[Phone Number] | [Email Address] | [LinkedIn Profile]
[City, State/Province]

[Date]

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

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

I am writing to express my strong interest in the **Bilingual Executive Assistant** position at [Company Name]. As a highly organized professional with [Number] years of experience supporting C-suite executives and native-level fluency in both **[Language 1]** and **[Language 2]**, I am confident in my ability to facilitate seamless international operations and high-level administrative support for your team.

Throughout my career, I have excelled in fast-paced environments where linguistic precision and cultural competence are vital. My background includes:

- **Cross-Cultural Communication:** Managing complex calendars and travel logistics across multiple time zones and translating sensitive correspondence between [Language 1] and [Language 2].
- **Executive Support:** Acting as the primary gatekeeper and point of contact for international stakeholders, ensuring professional representation of the executive office.
- **Project Management:** Coordinating global meetings, preparing bilingual presentations, and overseeing administrative budgets with meticulous attention to detail.

I am particularly drawn to [Company Name] because of your recent expansion into [Specific Market/Region]. My ability to bridge language gaps and navigate diverse business etiquettes would allow me to contribute immediately to your global objectives. I am a proactive problem-solver dedicated to maximizing executive productivity and maintaining strict confidentiality.

I look forward to the possibility of discussing how my bilingual expertise and administrative background can serve [Company Name]. Thank you for your time and consideration.

Sincerely,

[Your Name]