

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

[Date]

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

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

I am writing to express my strong interest in the Executive Assistant to the [Specific C-Suite Title, e.g., CEO/CFO] position at [Company Name]. With over [Number] years of experience supporting high-level executives within [Industry], I have developed the strategic foresight, discretion, and operational expertise required to serve as a key partner to your leadership team.

In my most recent role at [Current/Previous Company], I served as the primary point of contact for the [Executive Title], managing complex global calendars, sensitive communications, and high-priority projects. I pride myself on my ability to anticipate needs before they arise, ensuring that the executive's time is optimized and that organizational objectives are met with precision. My background includes [Key Achievement 1, e.g., managing board relations], [Key Achievement 2, e.g., overseeing international travel logistics], and [Key Achievement 3, e.g., streamlining administrative workflows].

I am particularly drawn to [Company Name] because of its [mention a specific company value or recent achievement]. I am confident that my proactive approach to problem-solving and my commitment to maintaining the highest level of confidentiality will make me an asset to your office.

I look forward to the possibility of discussing how my background in C-suite support can contribute to the continued success of [Company Name]. Thank you for your time and consideration.

Sincerely,

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