

**[Your Full Name]**

[Phone Number] | [Email Address]

[LinkedIn Profile URL]

[City, State, Zip Code]

[Date]

[Hiring Manager Name]

[Company Name]

[Company Address]

Dear [Hiring Manager Name],

I am writing to express my enthusiastic interest in the Executive Assistant position at [Company Name]. Having built a successful career in [Current/Previous Industry], I am now pivoting my focus toward high-level administrative support, bringing a wealth of transferable skills in [Skill 1], [Skill 2], and complex project coordination to your executive team.

Throughout my tenure as a [Previous Job Title], I mastered the art of managing competing priorities in fast-paced environments. I have a proven track record of [mention a major transferable achievement, e.g., streamlining operational workflows or managing budgets], which mirrors the precision and foresight required to support a C-suite executive. My background has equipped me with the discretion, technical proficiency, and emotional intelligence necessary to act as a seamless extension of your leadership team.

What draws me specifically to [Company Name] is [mention a specific company value or recent project]. I am eager to apply my analytical mindset and organizational expertise to handle your calendar management, travel logistics, and internal communications, allowing the executive team to focus entirely on strategic growth.

I would welcome the opportunity to discuss how my diverse professional background and commitment to excellence can contribute to the continued success of [Company Name]. Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]