

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

[Date]

**[Hiring Manager Name]**  
[Job Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

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

I am writing to formally express my interest in the Executive Assistant position at [Company Name], as advertised on [Platform]. I have long admired [Company Name]'s reputation for [Specific Industry Attribute], and I am eager to bring my [Number] years of experience supporting high-level executives to your team.

I am currently in the process of relocating from [Current City] to [Target City] and will be a permanent resident as of [Relocation Date]. I have already secured housing in the [Neighborhood] area and am prepared to begin work immediately upon my arrival. My transition is self-funded and fully coordinated, ensuring no disruption to my professional commitments.

In my previous role as Executive Assistant to the [Title] at [Previous Company], I mastered the art of complex calendar management, international travel coordination, and high-stakes project management. I pride myself on my ability to anticipate needs before they arise and maintain absolute confidentiality. My technical proficiency in [List Software, e.g., G-Suite, Microsoft 365, Slack] allows me to integrate seamlessly into new digital workflows.

I am particularly drawn to [Company Name] because of your commitment to [mention a specific company value or recent project]. I am confident that my proactive approach and organizational skills will allow your executive team to focus on strategic growth while I manage the operational details.

I would welcome the opportunity to discuss how my background and relocation timeline align with the needs of [Company Name]. I am available for interviews via video conference or phone at your earliest convenience.

Sincerely,

[Your Signature]

[Your Printed Name]