

[Your Full Name]

[Phone Number] | [Email Address]

[LinkedIn Profile/City, State]

[Date]

[CEO Name or Hiring Manager]

[Company Name]

[Company Address]

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

I am writing to express my interest in the Executive Assistant to the CEO position at [Company Name]. With [Number] years of experience supporting C-suite executives, I specialize in acting as a strategic partner, managing complex operations, and serving as a high-level liaison between the CEO and internal/external stakeholders.

In my previous role at [Previous Company], I directly supported the [Title of Executive] by:

- Managing a high-volume calendar and coordinating international travel logistics.
- Preparing board-level presentations, briefing documents, and strategic reports.
- Overseeing [Project/Initiative] which resulted in [Quantifiable Achievement].
- Acting as a primary gatekeeper while maintaining professional relationships with key investors and partners.

I am particularly drawn to [Company Name] because of your recent [Specific Company Achievement or Goal]. I am confident that my ability to anticipate executive needs, handle confidential information with absolute discretion, and streamline administrative workflows will allow you to focus entirely on the company's vision and growth.

I look forward to the possibility of discussing how my background in executive support can contribute to your office's efficiency and success. Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]