

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

[Date]

[Hiring Manager Name]
[Title, e.g., Chief of Staff or HR Director]
[Healthcare Organization Name]
[Department]
[Organization Address]

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

I am writing to express my strong interest in the Executive Assistant position supporting [Executive Title] at [Healthcare Organization Name], as advertised on [Platform/Source]. With [Number] years of experience providing high-level administrative support within the healthcare sector, I am prepared to contribute to the operational efficiency and mission-driven goals of your leadership team.

Throughout my career at [Current/Previous Organization], I have specialized in managing complex clinical schedules, coordinating multidisciplinary board meetings, and ensuring strict adherence to HIPAA and regulatory compliance standards. My background includes [Key Achievement, e.g., optimizing physician credentialing workflows or managing a \$XX budget], which resulted in [Specific Result/Improvement]. I am adept at navigating the unique pressures of hospital administration and maintaining discretion regarding sensitive patient and organizational data.

My technical proficiencies include [List Software, e.g., Microsoft Office 365, Epic/Cerner EHR, and Zoom/Teams], coupled with a deep understanding of medical terminology and healthcare governance. I am particularly drawn to [Healthcare Organization Name] because of your commitment to [Specific Value or Project], and I am eager to apply my organizational expertise to help your executive team achieve its strategic objectives.

Thank you for your time and consideration. I look forward to the possibility of discussing how my background in healthcare administration aligns with the needs of [Executive Name/Department].

Sincerely,

[Your Signature]
[Your Printed Name]