

[Your Full Name]

[Phone Number] | [Email Address] | [LinkedIn Profile URL]
[City, State, Zip Code]

[Date]

[Hiring Manager Name]
[Title]
[Company Name]
[Company Address]

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

I am writing to express my interest in the Senior Executive Assistant position at [Company Name], as advertised on [Platform]. With over [Number] years of experience supporting C-suite executives within the [Industry] sector, I have developed the high-level organizational, strategic, and communication skills necessary to serve as a key partner to your leadership team.

In my most recent role as Executive Assistant to the [Title of Principal] at [Previous Company], I acted as a primary gatekeeper and liaison, managing complex global calendars and coordinating high-stakes board meetings. My background includes a proven track record of [Key Achievement 1, e.g., streamlining administrative workflows] and [Key Achievement 2, e.g., managing a \$XX budget with 100% accuracy]. I pride myself on my ability to anticipate executive needs and maintain total confidentiality in fast-paced environments.

Specifically, I am drawn to [Company Name] because of [Reason for Interest]. I am confident that my proactive approach to problem-solving and my proficiency in [Specific Software or Skills] will allow me to contribute immediately to the operational efficiency of your executive office.

I look forward to the opportunity to discuss how my background in executive support can benefit [Company Name]. Thank you for your time and consideration.

Sincerely,

[Your Signature/Typed Name]