

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

[Date]

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

Dear [Hiring Manager Name],

I am writing to express my interest in the Executive Assistant position for the [Department/Executive Name] at [Company Name]. Having followed [Company Name]'s recent innovations in [Specific Industry/Tech Niche], I am eager to bring my experience in high-growth environments to support your leadership team.

With [Number] years of experience supporting C-suite executives within the tech sector, I specialize in streamlining complex operations and managing high-stakes priorities. At [Previous Company], I successfully managed [Specific Achievement, e.g., cross-functional calendars, international travel logistics, or OKR tracking], which resulted in [Quantifiable Result, e.g., 20% increase in executive productivity].

I am highly proficient in the modern tech stack, including [list tools like Slack, G-Suite, Notion, Zoom, or Jira], and I pride myself on my ability to remain agile in fast-paced, evolving environments. My approach centers on proactive problem-solving, maintaining strict confidentiality, and acting as a seamless liaison between stakeholders and the executive office.

I am drawn to [Company Name] because of your commitment to [Company Mission/Value]. I am confident that my technical fluency and administrative expertise make me a strong fit for your culture of innovation.

Thank you for your time and consideration. I look forward to the possibility of discussing how I can contribute to the continued success of [Company Name].

Sincerely,

[Your Name]