

**[Your Full Name]**  
[Phone Number]  
[Email Address]  
[LinkedIn Profile/Portfolio Link]  
[City, State/Timezone]

[Date]

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

Dear [Hiring Manager Name],

I am writing to express my interest in the Virtual Executive Assistant position at [Company Name]. With [Number] years of experience supporting high-level executives in remote environments, I have developed the organizational mastery and proactive communication skills necessary to streamline your daily operations and maximize your productivity.

Throughout my career, I have specialized in managing complex calendars, coordinating international travel, and overseeing confidential projects with minimal supervision. At my previous role with [Previous Company], I successfully implemented [Specific System or Software] which reduced administrative turnaround time by [Percentage]%. My technical proficiency includes [Software 1], [Software 2], and [Project Management Tool].

As a virtual professional, I pride myself on being "one step ahead." I understand that my primary goal is to protect your time and ensure that your focus remains on high-level strategy rather than logistical details. I am highly adaptable to changing priorities and am comfortable working across various time zones to ensure seamless business continuity.

I am eager to bring my background in executive support to the team at [Company Name] and help drive your mission forward. Thank you for your time and consideration. I look forward to the possibility of discussing how my skills align with your current needs.

Sincerely,

[Your Signature/Name]