

# Application for Executive Assistant Position

Your Name  
Your Address  
City, State, Zip Code  
Your Email  
Your Phone Number  
Date

Hiring Manager's Name  
Company Name  
Company Address  
City, State, Zip Code

Dear [Hiring Manager's Name],

I am writing to express my interest in the Executive Assistant position listed on [where you found the job posting]. With [number] years of experience in administrative roles and a proven track record of success, I am confident that I would be a valuable asset to your team.

In my previous position at [Your Previous Company], I was responsible for managing schedules, coordinating meetings, and providing high-level administrative support to executives. I possess strong organizational skills and attention to detail, which allow me to handle multiple tasks efficiently. I thrive in fast-paced environments and am adept at prioritizing work to meet deadlines.

I am particularly impressed with [Company Name]'s commitment to [something notable about the company], and I would be excited to contribute to your team. I believe my skills in [specific skills related to the job] align well with the demands of the Executive Assistant role.

Thank you for considering my application. I look forward to the opportunity to discuss how my experience and skills will benefit [Company Name].

Sincerely,  
Your Name