

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 at [Company Name] as advertised on [where you found the job listing]. With my extensive experience in supporting senior executives and my strong organizational skills, I am confident that I would be a valuable asset to your team.

In my previous role at [Your Previous Company], I successfully managed a wide range of administrative tasks, including scheduling meetings, coordinating travel, and preparing reports. My ability to anticipate the needs of executives and manage competing priorities has always contributed to the smooth operation of the office.

I am particularly drawn to this role at [Company Name] because of [specific reason related to the company or role]. I admire [company value, project, or initiative] and believe my background in [specific skills or experiences] aligns perfectly with your needs.

I am excited about the opportunity to contribute to your team and am looking forward to discussing how my skills and experiences can benefit [Company Name]. Thank you for considering my application. I hope to hear from you soon to arrange a conversation.

Sincerely,

Your Name