

Date: [Insert Date]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am writing to inquire about potential opportunities for the position of Executive Assistant within [Company Name]. With a solid background in administrative support and a keen interest in contributing to your team, I am eager to explore any current or upcoming openings.

I bring [number] years of experience in providing high-level administrative assistance to executives, managing schedules, coordinating meetings, and ensuring efficient office operations. My skills in [mention relevant skills] enhance my ability to support executives effectively.

I admire [Company Name]'s commitment to [mention any specific value or project related to the company], and I believe my background aligns perfectly with your company's goals. I would greatly appreciate any information you could provide regarding available positions or the application process.

Thank you for your time and consideration. I look forward to the possibility of discussing my candidacy with you. Please find my resume attached for your review.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]