

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the Executive Assistant position at [Company's Name] as advertised on [where you found the job posting]. With over [number] years of experience in administrative support and a proven track record of facilitating streamlined operations, I am confident my skills and expertise align well with the needs of your office.

In my previous role at [Previous Company], I excelled in managing complex scheduling, coordinating high-level meetings, and providing exceptional support to executives to ensure their time was maximized effectively. My ability to manage multiple priorities under tight deadlines while maintaining attention to detail has allowed me to contribute significantly to my team's success.

Furthermore, my proficiency in [relevant software/tools] and strong interpersonal skills have enabled me to foster productive working relationships with colleagues and clients alike. I am particularly excited about the opportunity to bring my unique talents to [Company's Name], a company I admire for [specific reason related to the company].

I look forward to the possibility of discussing how my background, skills, and enthusiasms align with the vision of your team. Thank you for considering my application. I hope to speak with you soon.

Sincerely,

[Your Name]