

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your assistance in my job search. I am currently looking for an Executive Assistant position and would greatly appreciate any referrals or recommendations you could provide.

With [X years] of experience in administrative support and a strong background in [specific skills or industries], I am eager to contribute to a dynamic team. I believe my skills in [mention relevant skills] would make me a great fit for an Executive Assistant role.

If you know of any openings or can connect me with someone in your network who might be able to help, I would be extremely grateful. Thank you very much for your support!

Best regards,
[Your Name]
[Your Phone Number]
[Your Email Address]