

John Doe

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City, State, Zip Code

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Date: October 10, 2023

Hiring Manager

Company Name

Company Address

City, State, Zip Code

Dear Hiring Manager,

I am writing to express my interest in the Executive Assistant position at Company Name as advertised. With my extensive experience in administrative support and a proven track record of successfully managing executive schedules, I believe I am an excellent candidate for this role.

Attached to this letter is my resume, which outlines my professional achievements and skills that align with the requirements of the Executive Assistant position. I am particularly adept at multitasking, problem-solving, and ensuring efficient office operations.

I am excited about the opportunity to contribute to your team and support the executive staff at Company Name. I look forward to the possibility of discussing my application in more detail.

Thank you for considering my application. I hope to hear from you soon.

Sincerely,

John Doe