

[Your Name]

[Your Address]

[City, State, Zip]

[Email Address]

[Phone Number]

[Date]

[Hiring Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip]

Dear [Hiring Manager's Name],

I am writing to express my interest in the Executive Assistant position listed at [Company's Name]. With [X years] of experience in administrative roles and a proven track record in supporting senior executives, I am confident in my ability to contribute effectively to your team.

In my previous role at [Previous Company], I successfully managed a variety of administrative tasks, including scheduling meetings, managing communications, and coordinating projects. My ability to prioritize and manage multiple tasks while maintaining a high level of organization has been key to supporting the executive team effectively.

I am particularly impressed by [mention something noteworthy about the company or its leadership], and I am excited about the opportunity to contribute to your organization's success.

Thank you for considering my application. I look forward to the possibility of discussing how I can assist you in achieving your business objectives.

Sincerely,

[Your Name]