

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Hiring Manager's Name
Company's Name
Company's Address
City, State, Zip Code

Dear [Hiring Manager's Name],

I am writing to express my interest in the Executive Assistant position listed on [where you found the job posting]. With over [number] years of experience in administrative support and a proven track record of success in managing executive schedules and priorities, I am excited about the opportunity to contribute to [Company's Name].

In my previous role at [Your Previous Company], I effectively managed calendars for senior executives, coordinated travel arrangements, and facilitated communication between various departments to ensure smooth operations. My organizational abilities, attention to detail, and strong communication skills have enabled me to thrive in fast-paced environments.

I am particularly impressed by [specific aspect about the company or its culture] and believe that my proactive approach and ability to anticipate the needs of executives would be a great match for your team. Additionally, I am proficient in [specific software or tools related to the job], which I understand are integral to the workflow at [Company's Name].

Thank you for considering my application. I look forward to the opportunity to discuss how my skills and experiences can benefit [Company's Name]. I am available for an interview at your convenience and can be reached at [Your Phone Number] or [Your Email Address].

Sincerely,
Your Name