

Inquiry About Executive Assistant Openings

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am reaching out to inquire about any current or upcoming openings for an Executive Assistant position within [Company Name].

With a strong background in administrative support and excellent organizational skills, I am eager to contribute to your team's success. I would appreciate any information regarding potential job opportunities or advice on the application process.

Thank you for your time and assistance. I look forward to your response.

Sincerely,

[Your Name]
[Your Phone Number]
[Your Email Address]