

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your 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 my strong organizational skills and extensive experience in administrative support, I am confident in my ability to contribute effectively to your team.

Enclosed is my resume for your review. I am eager to discuss how my skills and experiences align with the goals of [Company's Name]. Thank you for considering my application.

Sincerely,

[Your Name]