Attn: Hiring Manager [USE A NAME IF YOU KNOW IT]

As a seasoned Executive Assistant with over [X] years of experience supporting high-level executives and optimizing business operations, I am applying for the [ADVERTISED JOB TITLE] position. Attached below is my resume along with a quick snapshot of how my skills align with your needs.

[USE THIS SPACE TO MAKE 1-2 STATEMENTS ABOUT WHO YOU ARE, WHAT YOU WANT AND WHAT YOU LOVE/BELIEVE IN]  I am a proactive, highly organized problem-solver with a passion for streamlining operations, anticipating needs, and making executives’ lives easier. I thrive in fast-paced environments where I can bring structure to chaos, improve efficiency, and act as a true right hand to leadership.

I look forward to speaking with you in further detail about the open position and opportunity with [COMPANY NAME].

Sincerely,

[NAME]

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| ***Advertised Requirements*** | ***My Qualifications*** |
| *[USE THIS AREA TO LIST OUT THE BULLET POINTS OF THE ADVERTISED REQUIREMENTS FROM THE JOB POSTING]* | *[USE THIS AREA TO QUICKLY ARTICULATE HOW YOU HAVE EXPERIENCE OR CAN MATCH UP TO THE ADVERTISED REQUIREMENT.  DO NOT COPY AND PASTE FROM YOUR RESUME.]* |
| *Manage complex calendars, scheduling, and travel arrangements for executives* | *Successfully coordinated high-volume scheduling, optimized executive workflows, and handled end-to-end domestic and international travel planning, ensuring seamless logistics.* |
| *Act as a strategic partner to executives, anticipating needs and proactively addressing challenges* | *Consistently anticipated executive needs, implemented solutions before issues arose, and streamlined daily operations to free up leadership for high-priority initiatives.* |
| *Handle confidential information with discretion and professionalism* | *Trusted to manage sensitive business and personal matters with the highest level of discretion, ensuring confidentiality and professionalism at all times.* |
| *Liaise with internal and external stakeholders on behalf of the executive* | *Served as the primary point of contact for key stakeholders, fostering relationships and ensuring smooth communication between teams, vendors, and executive leadership.* |