
Executive Assistant Cover Letter Example

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Today's Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am excited to apply for the Executive Assistant position at [Company's Name], as advertised on [Job Board/Company Website]. With my extensive administrative experience and ability to operate at the executive level, I believe I can make a significant impact on your team.

In my role at [Previous Company Name], I supported several high-level executives by managing schedules, coordinating travel, and preparing essential documents. My strong problem-solving skills and ability to think quickly on my feet ensured that the executives I supported were always prepared and that operations ran smoothly.

I am eager to bring my strong commitment to efficiency, confidentiality, and professionalism to the Executive Assistant role at [Company's Name]. I am confident that my skills and experiences make me a strong candidate for this position.

Thank you for considering my application. I am enthusiastic about the opportunity to further discuss how I can contribute to your executive team.

Sincerely,

[Your Name]