**LETTER TEMPLATE**

**EXECUTIVE ASSISTANT COVER LETTER**

**(Date)**

**(Name of Hiring Manager, Title)**

**(Name of Company)**

**(Address)**

**(City, State, Zip)**

Dear **(Mr. or Ms.) (Last Name),**

If you’re looking for an executive support professional with insight, creativity, and exceptional professional integrity, look no further. My specialties include a comprehensive background providing critical executive support, an innate talent for assessing and identifying opportunities for process improvement, a limitless supply of new ideas and a strong ability to generate solutions to problems where none seemed to exist.

I have built a reputation as a self-directed professional with excellent communication, innovative vision and strategic planning skills. My dedication, experience, and ability to create and maintain high levels of efficiency and productivity has been recognized by executive management with multiple performance awards.

These skills partnered with my 5+ years of experience in executive support positions makes me confident that my strengths are the ideal match for the position of (position title). Should we have the opportunity to meet, you’ll discover what my resume cannot reveal – that I interact effectively with cross-functional business units, that I excel in an environment with frequent and rapid change and that I readily adapt to challenges and tight deadlines.

Knowing that my resume cannot convey all that I have to offer, I would greatly appreciate the opportunity to meet with you to further discuss my qualifications. Thank you for your time and consideration.

Sincerely,

Jane Smith