**LETTER TEMPLATE**

**EXECUTIVE ASSISTANT COVER LETTER**

**[Date]**

Dear Mr/Ms. **[Hiring Manager Name]**

I’m writing in response to the Executive Assistant position advertised by **[Company]** on **[Job website].** As a professional of over 6 years, with experience focusing on expert administrative support to senior executives, I feel I would be a strong fit for the requirements of this role.

I am familiar and adept at the planning and scheduling of board meetings, face-to-face meetings, and providing accurate and detailed and confidential correspondences and answering more than 5 calls an hour as noted in the job description. I also bring an organized and flexible approach that allows me to perform well under pressure and come up with workable solutions in a crisis.

Additionally, I also bring the hands-on experience of training new hires such as Administrative Assistants and providing support to other members of the administrative team. In my current position at **[Current Company],** I have successfully onboarded over 10 members of staff.

In summary, I think both I and **[Executive]** would be able to forge a successful working relationship. I hope that we can discuss the position further in a face-to-face meeting soon.

Please feel free to always contact me by telephone any evening from 5 pm Monday-to-Friday and by email.

Thank you for taking the time to read through my application.

Sincerely,

**[Name]**

**[Address]**

**[Phone number]**

**[Email address]**