**EXECUTIVE ASSISTANT COVER LETTER**

**To**: e-mail address

**Re**: Applications for the position of a Junior Executive Assistant

Dear Mr. /Ms. /Mrs. **[Hiring Manager’s Name]**,

I noted that you are in search of a Junior Executive Assistant to facilitate the lives and operations of your senior managers. Well, I am delighted to forward my application for the same here and now.

It is noteworthy that I hardly possess any expertise or experience in the field. I graduated from school just the other day. This notwithstanding, I still feel I deserve the chance owing to my unbridled passion for matters front office and executive assistance.

Moreover, I do not see myself changing careers any time soon. This means I am very available for your use and service in the long run. I also possess great zeal, which I plan to leverage to make myself better at your organization.

Kindly go through the contents of my resume for an in-depth peek into the skills I have and the value I have the potential to bring on board.

Best regards,

**[Your Name]**