10:25

LTE 80

Application for Executive

Assistant Role, Job Code EA



me 8 Jan

to talentbenchservice

Dear Hiring Team,

I am writing to apply for the Executive Assistant position with your client, Job Code EA. I am a highly organized and reliable Virtual Assistant with hands-on experience supporting executives and managing daily operations in a remote work environment.

I have strong experience with calendar and schedule management, email and inbox organization, and providing general administrative and operational support. I am detail-oriented, disciplined, and comfortable handling multiple tasks while meeting deadlines. I understand the importance of confidentiality, clear communication, and proactive support in an Executive Assistant role.

I work well independently, follow instructions carefully, and take performance seriously.