

[Your Name]
[Current Job Title]
[Current Department/School Name]
[Phone Number]
[Email Address]

[Date]

[Hiring Manager Name]
[Title]
[Department/School Name]

Dear [Mr./Ms./Mx. Last Name],

Please accept this letter of interest for the **Administrative Assistant** position at **[Target Department/School Name]**, as advertised on **[Where you saw the posting]**. Having served as a **[Current Title]** within **[Current District/Institution Name]** for **[Number]** years, I am eager to transition my administrative expertise and institutional knowledge to this new role.

In my current position at **[Current School/Dept]**, I have successfully managed **[Key Responsibility, e.g., student records, faculty scheduling, or front-office operations]**. My familiarity with **[Specific Software, e.g., PowerSchool, Blackboard, or internal databases]** and our district's protocols ensures that I can hit the ground running with minimal training. I am particularly proud of **[Brief mention of a specific accomplishment, e.g., streamlining a registration process]**.

Transferring to **[Target School/Dept]** appeals to me because of **[Specific reason, e.g., a desire to work in a larger secondary school environment or a specific interest in the department's mission]**. I am committed to maintaining the high standards of administrative support and student service that **[District/Institution Name]** is known for.

Thank you for your time and for considering my application for this internal transfer. I look forward to the possibility of discussing how my background can support the continued success of the **[Target Department/School]** team.

Sincerely,

[Signature]
[Printed Name]