

[Your Full Name]  
[Current Job Title]  
[Current Department]  
[Employee ID Number]

[Date]

[Hiring Manager Name]  
[Title]  
[Target Department Name]

**RE: Internal Application for Healthcare Administrative Assistant - [Job Requisition #]**

Dear [Hiring Manager Name],

I am writing to formally express my interest in the Healthcare Administrative Assistant position within [Target Department], as advertised on the internal career portal. Having served as a [Current Title] in the [Current Department] for the past [Number] years/months, I am eager to transition my institutional knowledge and administrative skills to your team.

In my current role at [Facility Name], I have developed a deep understanding of our organization's electronic health record (EHR) systems, HIPAA compliance protocols, and patient scheduling workflows. My key contributions include [Briefly mention a specific achievement, e.g., streamlining intake forms or improving billing accuracy]. I am confident that my familiarity with our internal policies will allow me to integrate seamlessly into your department and provide immediate support.

The prospect of joining the [Target Department] is particularly exciting to me because of [mention a specific reason, such as the department's reputation for patient care or a specific specialty]. I am committed to maintaining the high standards of administrative excellence that [Facility Name] is known for.

I have attached my updated resume for your review. I welcome the opportunity to discuss how my internal experience and dedication to healthcare administration can benefit your team. Thank you for your time and consideration.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Phone Number]  
[Internal Email Address]