

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

[Date]

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

RE: Internal Application for Administrative Assistant - [Target Department]

Dear [Manager Last Name],

I am writing to formally express my interest in the Administrative Assistant position within [Target Department], as advertised on the internal careers portal. Having served as an Administrative Assistant in the [Current Department] for [Number] years, I am eager to bring my institutional knowledge and administrative expertise to your team.

In my current role, I have developed a deep understanding of [Company Name]'s internal processes, software systems, and culture. My key contributions include [Key Achievement 1] and [Key Achievement 2]. I am confident that my proficiency in [Specific Skill, e.g., calendar management, travel coordination, or budget tracking] will allow for a seamless transition and immediate contribution to [Target Department]'s operational goals.

A lateral move to your department represents an opportunity for me to apply my skills in a new context while continuing to support the overarching mission of [Company Name]. I am already familiar with the cross-departmental workflows required for this role, which will minimize the typical learning curve associated with a new hire.

I have discussed my interest in this internal transfer with my current supervisor, [Current Manager Name], who is supportive of my career development within the company. I look forward to the possibility of discussing how my background aligns with the needs of your team.

Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]