

[Your Full Name]

Current Role: [Your Current Job Title]

Current Department: [Your Current Department]

[Your Phone Number]

[Your Internal Email Address]

[Date]

[Hiring Manager Name]

[Title of Hiring Manager]

[Department Name]

Re: Internal Application for Administrative Assistant Position

Dear [Hiring Manager Name],

Please accept this letter as a formal expression of my interest in the Administrative Assistant position within the [Department Name] at [Organization Name]. Having served as [Current Title] for the past [Number] years/months, I am eager to leverage my institutional knowledge and administrative skills to support our mission in this new capacity.

During my tenure in the [Current Department], I have developed a deep understanding of [Organization Name]'s internal workflows, culture, and strategic goals. Specifically, I have successfully [mention a specific achievement or process you managed, e.g., streamlined scheduling, managed donor databases, or coordinated internal events]. I am confident that my familiarity with our internal systems, such as [mention specific software/CRM], will allow me to transition seamlessly into this role and provide immediate support to the team.

My commitment to our organization's mission-[mention specific mission focus, e.g., community outreach/education/advocacy]-remains my primary motivation. I am particularly drawn to this role because of [mention a specific project or responsibility of the new department]. I am eager to apply my organizational expertise to help the [Department Name] achieve its upcoming objectives.

Thank you for considering my internal application. I welcome the opportunity to discuss how my history with the organization and my administrative background make me a strong fit for this transition.

Sincerely,

[Signature for hard copy]

[Your Printed Name]