

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

[Date]

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

RE: INTERNAL APPLICATION FOR TECHNICAL ADMINISTRATIVE ASSISTANT POSITION

Dear [Hiring Manager Name],

Please accept this formal expression of interest for the Technical Administrative Assistant position within the [Target Department Name], as advertised on the internal career portal. Having served as a [Current Title] in the [Current Department] for [Number] years, I have developed a deep understanding of [Company Name]'s internal workflows and am eager to apply my technical proficiency to this new role.

In my current capacity, I have consistently demonstrated the ability to manage complex administrative tasks while maintaining high standards of data integrity and technical support. My core contributions include:

- [Technical Achievement 1: e.g., Automating reporting processes using Excel/VBA]
- [Technical Achievement 2: e.g., Managing department-specific software or databases]
- [Administrative Achievement: e.g., Streamlining scheduling or documentation protocols]

My familiarity with our corporate infrastructure and [mention specific internal systems/software] will allow me to transition into the [Target Department Name] with minimal oversight. I am particularly drawn to this opportunity because of [specific reason related to the target department's goals or projects].

I am eager to discuss how my institutional knowledge and technical skillset can contribute to the continued success of the [Target Department Name]. Thank you for your time and for considering my internal application.

Sincerely,

[Signature]
[Your Printed Name]