

[Your Name]
[Current Job Title]
[Current Department]
[Date]

[Hiring Manager Name]
[Title]
[Company Name]

Dear [Manager Name],

Please accept this formal expression of interest regarding the [**Target Executive Assistant Position**] role supporting [**Executive Name/Department**]. Having served as [Current Title] for the past [Number] years, I have developed a deep understanding of [Company Name]'s operational rhythms and am eager to transition into this higher-level strategic support capacity.

Proven Operational Impact

During my tenure in [Current Department], I have successfully managed [Key Responsibility 1] and [Key Responsibility 2]. Notably, I implemented [Specific Improvement/System] which resulted in [Quantifiable Result, e.g., 15% time savings]. This internal institutional knowledge allows me to bypass the standard learning curve and provide immediate value to [Executive Name].

Strategic Alignment

I view the Executive Assistant role not merely as administrative, but as a strategic partnership. My approach focuses on:

- **Proactive Gatekeeping:** Managing complex calendars with a focus on [Company Goal, e.g., revenue-generating activities].
- **Project Coordination:** Leveraging my existing relationships with [Key Stakeholders/Departments] to streamline cross-functional workflows.
- **Confidentiality & Discretion:** Maintaining the high standards of professional integrity required at the executive level.

I am eager to discuss how my history of dedication to [Company Name] and my evolving skill set align with the needs of the executive suite. Thank you for your time and for considering my internal application.

Sincerely,

[Your Signature]
[Your Printed Name]