

[Your Full Name]

[Current Job Title: Executive Assistant]

[Current Department]

[Email Address]

[Phone Number]

[Date]

[Hiring Manager Name]

[Title, e.g., Director of Operations / PMO Lead]

[Company Name]

Re: Application for Project Manager Role

Dear [Hiring Manager Name],

I am writing to formally express my interest in the [Specific Project Manager Title] position within [Department/Company]. Having served as Executive Assistant to [Executive Name] for the past [Number] years, I have developed a deep understanding of our organizational objectives and have increasingly transitioned into managing high-level projects that align with the responsibilities of this new role.

During my tenure as an Executive Assistant, I have successfully demonstrated core project management competencies, including:

- **Strategic Planning:** [Briefly describe a process or system you optimized].
- **Stakeholder Coordination:** [Mention experience managing cross-departmental communications].
- **Resource Management:** [Example of budget oversight or timeline management].
- **Execution:** [Highlight a specific project you led from conception to completion].

My intimate knowledge of [Company Name]'s internal workflows and culture allows me to hit the ground running in a way an external candidate could not. I am eager to leverage my organizational expertise and my [Certification Name, e.g., PMP or CAPM, if applicable] training to contribute to the success of the Project Management team.

Thank you for your time and for considering my internal application. I look forward to discussing how my experience as an Executive Assistant has prepared me to deliver results as your next Project Manager.

Sincerely,

[Your Signature]

[Your Printed Name]