

To: *[Hiring Manager Name / HR Director Name]*

From: *[Your Name]*

Current Role: *[Current Job Title]*

Date: *[Current Date]*

Subject: Internal Application: Executive Assistant to the CEO

Dear *[Recipient Name]*,

Please accept this letter as a formal expression of interest in the Executive Assistant to the CEO position. Having spent *[Number]* years within *[Company Name]*'s *[Current Department]*, I have developed a deep understanding of our corporate culture, strategic goals, and internal workflows. I am eager to apply this institutional knowledge to provide high-level support to *[CEO Name]*.

During my tenure in my current role, I have successfully:

- *[Key Achievement 1: e.g., Streamlined departmental reporting processes]*
- *[Key Achievement 2: e.g., Managed complex scheduling for senior leadership]*
- *[Key Achievement 3: e.g., Facilitated cross-functional communication for major projects]*

My transition to the Executive Office would allow me to leverage my existing relationships across *[Specific Departments]* to ensure seamless operations. I am prepared to manage the CEO's complex calendar, sensitive correspondence, and travel logistics with the highest degree of discretion and professional judgment required for this role.

I look forward to discussing how my internal experience and dedication to *[Company Name]*'s mission make me the ideal candidate for this executive support position. Thank you for your time and consideration.

Sincerely,

[Your Name]

[Employee ID / Phone Extension]