

[Your Full Name]
[Current Internal Job Title]
[Current Department]
[Email Address]
[Internal Phone Extension]

[Date]

[Hiring Manager Name]
[Title, e.g., Chief of Staff or Executive Vice President]
[Department Name]
[Company Name]

RE: Application for Global Executive Assistant to [Executive Name/Department]

Dear [Manager Name],

Please accept this letter as a formal expression of my interest in the Global Executive Assistant position within the [Department Name] team. Having served as [Current Title] for [Duration], I have developed a deep understanding of [Company Name]'s corporate culture, strategic objectives, and operational workflows. I am eager to transition into this global role to provide high-level support at a more complex, international scale.

During my tenure in [Current Department], I have consistently demonstrated the discretion and technical proficiency required for executive-level support. My key contributions include:

- [Key Achievement 1: e.g., Streamlining departmental travel protocols or managing complex calendars]
- [Key Achievement 2: e.g., Coordinating cross-functional projects across multiple time zones]
- [Key Achievement 3: e.g., Improving internal communication flows between leadership and staff]

I am particularly drawn to this global role because of the opportunity to manage [Specific Global Responsibility, e.g., international stakeholder relations or multi-region event logistics]. My existing relationships with internal stakeholders and my familiarity with [Specific Company Software/Systems] will allow me to integrate into this role immediately with minimal oversight.

Thank you for your time and for considering my internal application. I look forward to the possibility of discussing how my institutional knowledge and administrative expertise can support [Executive Name]'s global priorities.

Sincerely,

[Your Signature]

[Your Printed Name]