**INTERNAL POSITION COVER LETTER**

Company Name

Address

Email Address

Phone Number

Today’s date

Dear Ms. Silverton,

Delighted at the prospect of growing my career with Company ABC, I’m writing to apply for the open Administrative Assistant position. The opportunity to join your team two years ago as a receptionist gave me the chance to work with a highly talented team in an exciting industry. I look forward to reaching new milestones in the upcoming years.

During my time at Company ABC, I have been able to connect with our clients as a trusted resource and learn how to best meet their needs. In my current role, I’ve introduced an improved system to process client contracts—eliminating misplaced contracts and transaction errors. I’ve also learned to expertly navigate our client management system. I can proficiently transition between a range of tasks, demonstrating my ability to prioritize and coordinate critical, time-sensitive responsibilities.

I’m passionate about improving processes to boost efficiencies, client satisfaction ratings, and brand reputation. I would love the opportunity to take advantage of my training and expertise to create added value for Company ABC. I am grateful for your consideration and will be happy to discuss the opportunity in further detail.

Sincerely,

Signature

Anika Batra  
Address

Email Address

Phone Number