

[Your Full Name]

[Current Job Title/Department]

[Employee ID Number]

[Phone Number]

[Email Address]

[Date]

[Hiring Manager Name]

[Title, e.g., Chief Nursing Officer or Unit Manager]

[Department Name]

[Facility/Hospital Name]

Dear [Hiring Manager Name/Selection Committee],

RE: Application for [Target Position Title] - [Reference Number if applicable]

I am writing to formally express my interest in the **[Target Position Title]** position within the **[Target Department/Unit]**, as advertised via **[Internal Portal/Announcement]**. Having served as a **[Current Title]** in the **[Current Unit]** for the past **[Number]** years, I am eager to transition into this leadership role to further contribute to our facility's commitment to clinical excellence and patient-centered care.

During my tenure at **[Hospital Name]**, I have developed a deep understanding of our clinical protocols and organizational culture. My recent achievements include **[mention a specific achievement, e.g., reducing fall rates, mentoring new hires, or leading a specific committee]**. These experiences have equipped me with the advanced clinical judgment and interpersonal skills necessary to succeed as a **[Target Position Title]**.

I am particularly drawn to this promotion because **[reason for interest in this specific role/unit]**. I am confident that my familiarity with our electronic health record systems, established relationships with the interdisciplinary team, and my **[mention a certification or skill, e.g., CCRN, ACLS, or Charge Nurse experience]** make me a strong candidate for this advancement.

Thank you for your time and for considering my application for this internal progression. I look forward to the possibility of discussing how I can contribute to the team in this new capacity.

Sincerely,

[Signature for printed copy]

[Your Printed Name]