

[Your Full Name]  
[Current Department]  
[Employee ID]  
[Email Address]  
[Phone Number]  
[Date]

[Hiring Manager Name]  
[Target Department Name]  
[University/Institution Name]

Re: Internal Application for Academic Advisor - [Target Department]

Dear [Hiring Manager Name/Search Committee],

I am writing to formally express my interest in transitioning from my current role as an Academic Advisor in the [Current Department] to the [Target Department] position. Having served within [Institution Name] for [Number] years, I possess a deep understanding of our institutional policies, degree audit systems, and student success initiatives.

During my tenure in [Current Department], I have successfully managed a caseload of [Number] students, focusing on [Specific Achievement, e.g., retention rates or graduation clearance]. While I have greatly enjoyed my time with the [Current Department] faculty and staff, my background in [Relevant Subject Area or Personal Interest] aligns perfectly with the academic mission of the [Target Department]. I am eager to apply my proficiency in [Software/System, e.g., PeopleSoft or Banner] to help your students navigate their specific curricular requirements.

My familiarity with our campus resources allows me to provide seamless referrals and holistic support without the learning curve associated with an external hire. I am particularly drawn to the [Target Department] because of its recent focus on [Mention a specific department program or goal], and I am confident that my experience with [Specific Skill, e.g., developmental advising or career coaching] will be an immediate asset to your team.

I appreciate your consideration of my internal candidacy and look forward to discussing how my institutional knowledge can benefit the [Target Department].

Sincerely,

[Signature]

[Typed Name]