

[Your Full Name, Credentials]

[Current Department/Division]

[Current Academic Rank]

[Email Address]

[Phone Number]

[Date]

[Search Committee Chair Name]

[Title]

[Department Name]

[Institution Name]

Dear [Dr./Mr./Ms. Last Name] and Members of the Search Committee,

Please accept this letter and the enclosed curriculum vitae as my formal application for the position of [Target Clinical Faculty Title] within the [Department/Division Name], as advertised internally. Having served as [Current Title] at [Institution Name] since [Year], I am eager to transition into this role to further contribute to our department's clinical and academic excellence.

In my current capacity, I have focused my clinical practice on [Specific Patient Population or Clinical Specialty]. My contributions to the department include [Highlight a specific clinical achievement, program development, or quality improvement initiative]. I believe my intimate knowledge of our institutional workflows and my established relationships with the interdisciplinary teams will allow for a seamless transition into this elevated faculty role.

Regarding my commitment to our academic mission, I have consistently engaged in [Teaching/Mentoring/Research/Service]. Specifically, I have [Mention a key academic contribution, such as resident supervision, a published study, or committee leadership]. Moving forward, I am particularly interested in expanding our department's efforts in [Specific Area of Growth or Future Project].

I am deeply committed to the long-term goals of [Institution Name] and welcome the opportunity to discuss how my clinical expertise and academic background align with the needs of this position.

Thank you for your time and consideration.

Sincerely,

[Signature]

[Your Printed Name]