

**[Full Name]**

[Current Faculty Rank/Title]

[Current Department/School]

[University Email Address]

[Phone Extension/Number]

[Date]

[Chair Name], Search Committee Chair

[Graduate Program Name]

[Campus Building/Room Number]

**RE: Internal Application for [Specific Faculty Position/Graduate Faculty Status]**

Dear [Dr./Professor] [Surname] and Members of the Selection Committee,

I am writing to formally express my interest in the [Position Title] within the [Graduate School/Program Name], as advertised internally. Having served within the [Current Department] for [Number] years, I am eager to transition my [Research/Pedagogical] focus toward the graduate faculty level to contribute more deeply to the university's advanced academic mission.

My primary research interests involve [Research Area 1] and [Research Area 2]. During my tenure at [University Name], I have successfully [mention a key internal accomplishment, e.g., secured a grant, published in a top-tier journal, or developed a curriculum]. I believe my expertise in [Specialized Subject] aligns directly with the graduate program's current need for [Specific Program Goal or Course Need].

Regarding graduate-level instruction and mentorship, I have [mention experience, e.g., served on thesis committees, supervised independent studies, or taught cross-listed courses]. I am particularly interested in contributing to the [Specific Course Name] and mentoring doctoral/master's candidates whose work explores [Specific Research Niche].

I have enclosed my updated curriculum vitae and a brief statement of research intent for your review. I look forward to the possibility of discussing how my internal history with the university and my future research trajectory can benefit the [Graduate Program Name].

Sincerely,

[Signature]

[Typed Name]

[Current Departmental Affiliation]