

[Your Full Name, Degree]
[Current Academic Title]
[Current Department/Division]
[Current Institution/Hospital]
[Date]

[Search Committee Chair Name]
[Title]
[Search Committee Name/Department]
[Institution Name]

Dear Dr. [Chair Last Name] and Members of the Search Committee:

I am writing to formally express my enthusiastic interest in the [Target Faculty Position Title] within the [Department/Division Name], as advertised internally. Having served as [Current Title] at [Institution] since [Year], I have developed a deep commitment to our institutional mission and am eager to transition into this new role to further contribute to our excellence in clinical care, research, and medical education.

Clinical and Research Contributions:

In my current capacity, I have [Describe key internal achievement, e.g., established a specialized clinic, secured specific grant funding, or improved patient outcomes]. My intimate knowledge of our electronic health systems, laboratory infrastructure, and inter-departmental workflows ensures that I can hit the ground running without the traditional onboarding period required of external hires.

Educational Leadership:

My dedication to the [Institution Name] academic community is evidenced by my involvement with [Medical Student/Resident/Fellow] training. I have [Describe teaching roles, curriculum development, or mentorship awards]. I look forward to expanding these efforts by [Specific future goal for the department].

Institutional Alignment:

My tenure here has allowed me to build strong collaborative relationships with colleagues across [List other departments]. I am particularly drawn to this position because [Reason specific to the department's growth or a specific strategic initiative]. I am confident that my track record of [Mention a soft skill, e.g., collaborative leadership or administrative efficiency] aligns perfectly with the department's five-year goals.

Thank you for your time and for considering my application for this internal advancement. I welcome the opportunity to discuss how my evolving role can best serve the [Department Name] and [Institution Name].

Sincerely,

[Signature/Space for Signature]

[Your Printed Name]