

[Full Name]

[Current Faculty Title / Rank]

[Current Department / Lab Name]

[Internal Phone Extension / Email Address]

[Date]

[Search Committee Chair Name, if known]

[Search Committee Title]

[Department Name]

[University/Institution Name]

Re: Application for [Exact Job Title of Internal Vacancy] (Job ID: [Number])

Dear [Chair Name or Search Committee],

I am writing to formally express my interest in the [Position Title] within the [Department Name], as advertised internally. Having served as a [Current Role] in the [Current Department] for [Number] years, I am eager to transition my research focus and institutional knowledge to this new capacity.

During my tenure at [Institution Name], I have successfully [Key Accomplishment: e.g., secured \$X in grant funding, published X papers, or led X clinical trial]. My intimate familiarity with the university's research infrastructure, including [Specific Shared Resources or Core Facilities], positions me to hit the ground running without the traditional onboarding period required of external candidates.

My current research regarding [Brief Research Topic] aligns directly with the strategic goals of the [Target Department], particularly in the areas of [Specific Research Pillar or Specialization]. I have already established collaborative relationships with [Names of Internal Collaborators], and this role would allow for further synergy across our institutional departments.

I am prepared to leverage my existing institutional service and research excellence to contribute to the [Target Department]'s mission. I have attached my updated CV and a detailed research statement for your review. Thank you for your time and for considering an internal colleague for this opportunity.

Sincerely,

[Signature]
[Printed Name]