

[Your Full Name]

Current Position: [Current Job Title]

Current Department: [Current Department/Lab Name]

[Date]

To: [Hiring Manager Name]

[Target Department Name]

[Company Name]

Re: Internal Application for Research Associate - [Job ID/Reference Number]

Dear [Hiring Manager Name],

I am writing to express my strong interest in transferring to the [Target Department/Project Name] as a Research Associate. Having spent the last [Number] years/months within the [Current Department] focusing on [Current Core Responsibility], I have developed a deep understanding of [Company Name]'s internal protocols and research objectives.

During my tenure in [Current Department], I successfully [mention a specific achievement, e.g., optimized a PCR protocol or streamlined data analysis for Project X]. My technical proficiency in [List 2-3 specific techniques, e.g., CRISPR, Flow Cytometry, or HPLC] aligns directly with the requirements for the [Target Department] role. Furthermore, my familiarity with our internal LIMS and QA/QC standards ensures that I can contribute to the team immediately with minimal onboarding.

I am particularly drawn to this opening because of [Specific reason for interest in this specific lab/team, e.g., the team's focus on oncology or transition to clinical phase trials]. I am eager to apply my background in [Specific Area of Expertise] to support the goals of your group and continue my professional growth within the company.

I have discussed my interest in this internal move with my current supervisor, [Supervisor's Name], who is supportive of my application. I look forward to the possibility of discussing how my internal experience and technical skills can benefit your team.

Sincerely,

[Your Signature]

[Your Printed Name]