

[Your Full Name]
[Current Job Title]
[Current Department/Business Unit]
[Employee ID Number]

[Date]

[Hiring Manager Name]
[Target Department]
[Company Name]

RE: Application for [Job Title/Reference Number]

Dear [Hiring Manager Name],

Please accept this letter as a formal expression of interest in the [Clinical Research Associate I/II/Senior] position within the [Target Department/Therapeutic Area], as advertised on the internal careers portal. Having served as a [Current Title] within the [Current Department] for the past [Number] years, I am eager to apply my institutional knowledge and clinical site management experience to this new role.

During my tenure at [Company Name], I have consistently demonstrated a strong commitment to [mention a core company value or specific SOP adherence]. My current role has allowed me to develop a deep understanding of our internal systems, including [Specific CTMS, EDC, or eTMF software]. Key achievements in my current position that align with the CRA role include:

- [Achievement 1: e.g., Successful completion of X number of monitoring visits or site initiations]
- [Achievement 2: e.g., Maintaining 100% compliance with protocol and GCP/ICH guidelines]
- [Achievement 3: e.g., Implementation of a new site tracking tool that improved efficiency by X%]

My familiarity with [Company Name]'s standard operating procedures and existing relationships with cross-functional teams will allow me to transition seamlessly into the [Target Department] and contribute immediately to the [Specific Study or Program Name] team. I am particularly drawn to this opportunity because [Reason for interest in this specific therapeutic area or team].

I would welcome the opportunity to discuss how my clinical monitoring skills and dedication to data integrity can support the goals of the [Target Department]. Thank you for your time and for considering my internal application.

Sincerely,

[Your Signature]

[Your Printed Name]