

[Your Name]
[Current Department]
[Current Job Title]
[Email Address]
[Phone Number]

[Date]

[Hiring Manager Name]
[Target Department/Laboratory Name]
[Institution/Company Name]

RE: Internal Application for Laboratory Research Associate - [Job Reference Number]

Dear [Hiring Manager Name or Search Committee],

I am writing to formally express my interest in the Laboratory Research Associate position within the [Target Laboratory/Department], as advertised on the [Internal Career Portal/Company Intranet]. Having served as a [Current Title] in the [Current Department] for [Number] years, I am eager to transition my technical expertise in [Specific Skill or Method] to support the innovative research being conducted by your team.

During my tenure at [Institution/Company], I have successfully [Briefly mention a key achievement or project]. My core competencies include [Skill 1], [Skill 2], and [Skill 3], all of which align with the requirements for this role. My familiarity with our internal protocols, safety standards, and [Specific Software or LIMS] will allow me to integrate into your laboratory operations with minimal oversight.

I am particularly drawn to this opportunity because of the [Target Lab]'s recent work regarding [Specific Research Topic]. I am confident that my background in [Relevant Academic or Professional Area] will contribute to the ongoing success of your research objectives.

Thank you for considering my internal application. I look forward to the possibility of discussing how my experience within the organization can benefit your research group.

Sincerely,

[Your Signature]

[Your Printed Name]