

**[Your Full Name]**  
[Current Job Title]  
[Current Department/Lab]  
[Phone Number]  
[Internal Email Address]

[Date]

**[Hiring Manager Name]**  
[Title]  
[Target Department/Lab Name]  
[Organization Name]

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

Dear [Mr./Ms./Dr. Last Name],

I am writing to formally express my interest in the Research Associate position within the [Target Department Name], as advertised on the internal career portal. Having served as a [Current Title] in the [Current Department] for the past [Number] years/months, I have developed a deep understanding of [Organization Name]'s research standards and am eager to transition my technical expertise to the specific goals of your team.

During my tenure with the [Current Department], I have focused on [mention 1-2 core research areas or methodologies]. My key contributions include:

- [Key Achievement: e.g., Led data collection for a study resulting in X publication]
- [Key Achievement: e.g., Optimized laboratory protocols that increased efficiency by X%]
- [Key Achievement: e.g., Collaborated with cross-functional teams to secure grant funding or project milestones]

My familiarity with [Specific Software, Lab Equipment, or Regulatory Compliance] and our internal institutional protocols will allow me to integrate seamlessly into your project workflow with minimal onboarding. I am particularly drawn to your team's current work on [Specific Project or Research Topic mentioned in the job description] and believe my background in [Specific Skill] aligns perfectly with the requirements of this role.

I appreciate your consideration of my internal application. I am available at your convenience to discuss how my institutional knowledge and research capabilities can support the [Target Department Name].

Sincerely,

[Signature (if sending by hard copy)]  
[Your Printed Name]