

**To:** *[Hiring Manager Name or Search Committee]*  
**From:** *[Your Full Name]*  
**Current Role:** *[Your Current Department/Position]*  
**Date:** *[Current Date]*

Dear *[Recipient Name]*,

Please accept this letter as a formal expression of my interest in the **Research Associate** position within the *[Department Name]*, as advertised on the internal job board. Having served as a *[Current Job Title]* within *[Organization Name]* for the past *[Time Period]*, I am eager to apply my familiarity with our institutional protocols and research goals to this new role.

During my tenure in my current department, I have developed a strong foundation in *[Key Skill, e.g., Data Analysis/Lab Methodology]*. Specifically, I have contributed to *[Project Name or Achievement]*, which resulted in *[Measurable Outcome/Impact]*. This internal experience has provided me with a deep understanding of our organization's *[Standard Operating Procedures/Research Ethics/Software Systems]*, ensuring a seamless transition and immediate productivity.

I am particularly drawn to this Research Associate vacancy because of its focus on *[Specific Area of Research]*. My background in *[Relevant Academic Degree or Previous Experience]* aligns directly with the requirements for *[Specific Responsibility from Job Description]*. I am confident that my proven track record of collaboration with colleagues across departments will allow me to contribute effectively to your team's upcoming objectives.

Thank you for your time and for considering an internal candidate for this opportunity. I have attached my updated CV for your review and look forward to the possibility of discussing how my technical skills and internal institutional knowledge can support the success of the *[Department Name]*.

Sincerely,

*[Your Signature]*  
*[Your Full Name]*  
*[Your Employee ID/Extension]*