

To: [Hiring Manager Name or Department Head]

From: [Your Full Name]

Current Position: [Current Job Title / Lab / Department]

Date: [Current Date]

RE: Internal Application for Research Associate - [Target Lab/Department/Project Name]

Dear [Hiring Manager Last Name],

I am writing to formally express my interest in the Research Associate position within the [Target Department/Lab], as advertised internally. Having served as a [Current Title] in the [Current Department] for [Time Period], I am eager to transition my technical skills and institutional knowledge to support the specific goals of your team.

During my tenure at [Organization Name], I have successfully [Key Achievement or Project]. My experience with [Specific Technical Skill or Methodology] has allowed me to contribute to our department's objectives regarding [Specific Research Area]. I am confident that my familiarity with our internal protocols, software systems, and safety standards will allow for a seamless transition and immediate productivity within your research group.

I am particularly drawn to this role because of your team's recent work on [Specific Project or Publication]. My background in [Specific Area of Expertise] aligns closely with the requirements of this transfer, and I am motivated by the opportunity to apply my expertise to the unique challenges presented by your current research portfolio.

I have discussed this potential move with my current supervisor, [Supervisor Name], who is supportive of my professional growth within the organization. Thank you for your time and for considering my internal application. I look forward to the possibility of discussing how my background can benefit the [Target Lab/Department].

Sincerely,

[Your Signature]

[Your Printed Name]

[Internal Extension/Phone Number]

[Employee ID Number]