

[Your Full Name]

[Current Department / Unit]

[Employee ID Number]

[Phone Number]

[Email Address]

[Date]

[Hiring Manager Name]

[Title, e.g., Director of Clinical Operations]

[Department Name]

[Hospital Name]

Dear [Hiring Manager Name],

Please accept this letter as a formal expression of my interest in the **Clinical Coordinator** position within the [Department Name], as advertised on the internal careers portal. Having served as a [Current Job Title] in the [Your Current Unit] for [Number] years, I am eager to transition into this leadership role to further support [Hospital Name]'s commitment to clinical excellence and patient-centered care.

During my tenure at [Hospital Name], I have developed a deep understanding of our institutional protocols, EMR systems, and interdepartmental workflows. My background includes:

- [Key Achievement 1: e.g., Leading a quality improvement project or unit initiative]
- [Key Achievement 2: e.g., Mentoring new staff or coordinating complex patient discharges]
- [Key Achievement 3: e.g., Maintaining high compliance standards during recent audits/surveys]

I am particularly drawn to this coordinator role because of [specific reason related to the department or internal goals]. My familiarity with our current team dynamics and hospital-wide safety goals allows me to step into this position with a minimal learning curve, ensuring a seamless transition and immediate contribution to the department's operational efficiency.

I look forward to the opportunity to discuss how my clinical experience and internal knowledge can help lead the [Department Name] team toward its strategic objectives. Thank you for your time and for considering my internal application.

Sincerely,

[Your Signature]

[Your Printed Name]