

[Your Full Name]
[Current Internal Department/Unit]
[Phone Number] | [Employee Email Address]
[Employee ID Number]

[Date]

[Hiring Manager Name]
[Title, e.g., Clinical Director/Lead Researcher]
[Department Name]

RE: Application for Internal Clinical Coordinator Position

Dear [Hiring Manager Name],

Please accept this letter expressing my formal interest in the Clinical Coordinator position within the [Department Name], as advertised via the internal job portal. Having served as a [Current Job Title] at [Organization Name] for [Number] years, I possess an intimate understanding of our facility's clinical workflows, EMR systems, and regulatory compliance standards.

In my current role, I have consistently demonstrated the organizational precision required for clinical oversight. My contributions to [Specific Internal Project or Unit Achievement] have allowed me to build strong cross-functional relationships with our medical staff and administrative leadership. I am eager to leverage my familiarity with [Specific Software/Protocol, e.g., Epic, GCP, or IRB submission process] to streamline study startup and patient recruitment within your team.

My transition to this role would offer the department a candidate who requires minimal orientation regarding institutional policies, allowing for an immediate focus on [Specific Goal, e.g., Improving Enrollment Rates or Audit Readiness]. I am deeply committed to the mission of [Organization Name] and look forward to the possibility of advancing our clinical excellence in this new capacity.

Thank you for your time and for considering my internal application. I welcome the opportunity to discuss how my clinical background aligns with the goals of the [Specific Department/Study].

Sincerely,

[Your Signature]
[Your Printed Name]