

[Your Full Name]
[Current Job Title]
[Current Department]
[Date]

[Hiring Manager Name]
[Title of Hiring Manager]
[Department Name]

RE: Internal Application for Crisis Communications Specialist

Dear [Hiring Manager Name],

Please accept this letter as a formal expression of my interest in the Crisis Communications Specialist position within the [Target Department] team. Having spent [Number] years with [Company Name] in the [Current Department], I have developed a deep understanding of our corporate values, brand voice, and internal operational structures.

During my tenure in [Current Role], I have successfully managed [mention a specific project or achievement related to rapid response or high-stakes communication]. This experience has equipped me with the ability to remain composed under pressure and deliver clear, strategic messaging when timing is critical. My existing relationships with key stakeholders across [Current Department] and [Another Department] will allow me to transition seamlessly into this role and immediately contribute to our reputation management efforts.

I am particularly drawn to this opening because of [mention a specific recent company challenge or upcoming project]. My intimate knowledge of [Company Name]'s internal workflows enables me to identify potential communication risks before they escalate, ensuring that our response strategies are both proactive and aligned with our long-term objectives.

I have attached my updated resume for your review. I look forward to the possibility of discussing how my internal insights and technical expertise in crisis mitigation can support the [Target Department] team.

Sincerely,

[Your Signature]
[Your Printed Name]