

[Your Name]
[Current Department/Job Title]
[Employee ID]
[Date]

[Hiring Manager Name]
Digital Media Sales Department
[Company Name]

RE: Internal Application for Digital Media Account Executive

Dear [Hiring Manager Name],

Please accept this letter as a formal expression of my interest in the Digital Media Account Executive position within the [Name of Department/Regional Team]. Having spent the past [Number] years as a [Current Title] in the [Current Department], I have developed a deep understanding of [Company Name]'s ecosystem and am eager to transition into a client-facing role that focuses on driving digital revenue.

During my tenure in [Current Department], I have consistently demonstrated a strong grasp of our digital product suite, including [List specific products, e.g., programmatic, OTT, or social]. My internal track record includes:

- [Key Achievement 1: e.g., Improving workflow efficiency or collaborating on a successful campaign].
- [Key Achievement 2: e.g., Exceeding performance KPIs or managing high-level internal stakeholders].
- [Key Achievement 3: e.g., Specific knowledge of the CRM or data tools used by the sales team].

I am particularly drawn to this role because of [Specific reason regarding the sales team's current goals or a recent digital initiative]. My familiarity with our internal processes and company culture will allow me to hit the ground running, minimizing the typical onboarding period and allowing me to focus immediately on business development and client retention.

I am eager to bring my technical knowledge and my passion for digital advertising to the sales team. I have already discussed this interest with my current manager, [Manager's Name], who is supportive of my professional growth within the company.

Thank you for your time and for considering my internal application. I look forward to the possibility of discussing how my background can contribute to the continued success of our digital media division.

Sincerely,

[Your Signature]

[Your Printed Name]