

Cover Letter for Internal Position

ACME GLOBAL Company

3147 Patterson Street, Houston, TX, 77002

info@acmeglobal.com

www.acmeglobal.com

(123) 1234567

Cover Letter for Internal Position

Dear _____,

As a loyal employee of _____ for _____ years, I am truly excited to formally apply for the _____ position in the _____ department of our company. As you may be aware, I have been working at _____ as a _____ for _____, I believe that I managed to requisite skills necessary for the role and contributed to our department in many ways including _____. Even though I feel happy at my current position, working as a _____ at _____ parallels with my long-term career goals and I feel that I would be an immediate asset to the team.

Since the beginning of my career as a _____ at _____, I have demonstrated my ability to learn quickly and yield with the team in a really short period of time. During the time I have worked for the _____ team, I have developed my skills on _____, worked hard on my communication skills by working closely with a wide range of people.

Lastly, I am confident to say that I have read the requirements for the _____ position thoroughly and I can say that the skills I've developed during my tenure at _____ and my passion for the work being done here make me an ideal fit for the role.

I am grateful for your consideration and will be looking forward to discussing this opportunity of promotion with you at your convenience. If there is any information that I may provide in order to support my candidacy for this promotion, please let me know.

Sincerely,

Applicant

Name:

Date: