

# Internal Position Cover Letter

[Your Name]

[Department Name]

[Company Email]

[Phone]

[Date]

[Hiring Manager's Name]

Dear [Hiring Manager's Name],

I am excited to apply for the [Job Title] position within [Department or Team]. As an existing employee of [Company Name], I have gained strong knowledge of our processes, culture, and goals, and I am eager to grow further within the company.

In my current role as [Your Current Job Title], I have handled [responsibilities] and achieved [accomplishment]. I have developed strong skills in [skills], which I believe will help me succeed in this new position.

I value the positive environment at [Company Name], and I would appreciate the opportunity to continue contributing at a higher level.

Thank you for your consideration.

Sincerely,

[Your Name]

