



**ACME GLOBAL**  
company

**ACME GLOBAL Company**  
3147 Patterson Street, Houston, TX, 77002  
info@acmeglobal.com  
www.acmeglobal.com  
(123) 1234567

## Cover Letter for Internal Position

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,

**Signature**

\_\_\_\_\_



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