

Job Promotion Cover Letter Example

Mrs Jane Smith  
ABC Company  
All Streets  
Any Town  
YY1 1ZZ

Mr John Brown  
222 Every Road  
Any Town  
AA1 1BB

(Date)

Dear Mrs Smith

**Internal advertisement for the position of Department Manager**

I noticed the above vacancy advertised on the company's intranet and would like to be considered for the promoted post.

As you may be aware, I have spent the last two years working in a number of departments within the company's Head Office, gaining valuable skills and project management experience. You will see from my CV that I have taken advantage of a number of in-house courses and have applied them by setting up new processes in Marketing and helping to supervise new staff in the administration office.

I have demonstrated an ability to work across departments and to establish strong working relationships with colleagues and suppliers. I believe that the achievements listed in my CV prove my ability to take on new responsibilities and my potential to develop my career with ABC Company.

I am confident that my skills and abilities would ideally fit this post and would love to discuss my interest further at interview. I am sure that my current supervisor will be happy to provide full feedback on my work performance.

Thank you for your time and consideration. I look forward to hearing from you.

Yours sincerely

John Brown