**Job Transfer Request**

Dear [HR Contact or Supervisor],

It has come to my attention that [blank] department is accepting applications for the [state position]; I am forwarding my [resume](http://www.jobinterviewtools.com/resume-writing-worksheet/) for your consideration.

I have worked for [this company] for [x] years, as a [position], and have found this to be a very well run organization, supportive of its employees; I would like nothing more than to continue my professional growth with this company as my career moves forward.

I have worked in several capacities here at [company], including [list]. Each experience has enhanced my skills and abilities; my current position has allowed to [list what you have learned]. These are skills that I feel would be very well suited to this position.

I look forward to continued growth within this company throughout my career and I thank you for your consideration.

Sincerely,

Signature  
Name  
Job title