**INTERNAL POSITION COVER LETTER**

Company Name

Address

Email Address

Phone Number

Today’s date

Dear Mr. Fields,

At the recommendation of Angie Flores, Education Director, I would like to submit my application for the Membership Specialist position. I have had the pleasure of working under Angie’s leadership for three years as an Education Program Coordinator. She is a strong believer in my ability to develop creative solutions that support the educational goals of our members. I’m excited about the prospect of working with you to create an incredible membership experience at Company ABC.

Throughout my career here, I’ve grown from performing data entry—with a 98% accuracy rate—to reorganizing our continuing education event schedule, which increased member engagement 25% over a 3-month period. I have truly enjoyed developing meaningful relationships with our members while providing quality experiences that enhance their continued learning journey. I’m looking forward to improving Company ABC’s member experiences while surpassing membership target goals, improving retention rates and re-engaging inactive members.

I’m driven to turn innovative ideas into realities, and I am always looking to build on current processes and discover strategies for improvement. In this new position, I would leverage the relationships I already have with our members to rapidly grow membership and promote our organization.

I appreciate your consideration, and I look forward to learning how I can continue contributing to Company ABC’s success.

Sincerely,

Samantha Neil