**INTERNAL POSITION COVER LETTER**

Today’s date

Pat Smith

ABC Business

123 Business Pkwy

New York, NY 11101

Dear Ms. Smith,

I am writing to apply formally for the Assistant Sales Manager position in the Sales and Marketing department. I was excited to learn about this newly created role, as I am eager to apply my leadership skills and extensive experience to a management role within the company.

When I joined ABC Business three years ago as an Account Coordinator, I brought five years of experience in the sales field. Since then, I have gained experience managing sales teams and devising strategies, even leading my current team to exceed our quarterly goal by 15%. My initiatives have also increased team-wide efficiency by 10%, further adding to increased revenue for the sales department.

In my three years in this Account Coordinator position, I have developed strong communication, problem-solving and management skills. I believe these skills, combined with my past experience and deep knowledge of the company, would allow me to contribute substantially to the Assistant Sales Manager role and the sales department’s objectives.

I would appreciate the opportunity to discuss this Assistant Sales Manager position with you in person. Thank you in advance for your consideration, and I look forward to talking with you further.

Sincerely,

Signature

Hannah Lee