

Company title  
Street address of company  
City, state and zip code

Your name  
Your street address  
City, state and zip code

Dear (Manager's Name),

Here you will express your interest in the newly opened position. List the qualifications you have that pertain to this job, why you're interested, and how you and the company could both benefit from you receiving this promotion.

Here you will describe how you see yourself in this new position. Consider your daily duties, how you would relate to possible new coworkers, and how you would handle new responsibilities.

This is a good place to recognize that the new position would hold new challenges and obstacles. You can discuss your qualifications and the strategies you would use to handle these obstacles. Also discuss why you are a better candidate than other people who might apply for the position. Lastly, list your contributions to the company and any achievements or recognition you've received.

Discuss your dedication to your current position and to the company. Explain that you wish to grow with the company over the years.

Sign off, using something like "Sincerely" or "Regards",