

Professional Portfolio Description for Internal Promotion

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Your Name]

Subject: Professional Portfolio for Internal Promotion Consideration

Dear [Recipient Name],

I am writing to present my professional portfolio for your consideration in the upcoming internal promotion opportunity for the [specific position/title]. Over the past [number] years at [Company Name], I have developed a diverse skill set and achieved significant results that align with the responsibilities of the desired role.

Summary of Qualifications

- Accomplished [Your Current Job Title], with proven expertise in [specific skills or areas of knowledge].
- Demonstrated ability to [specific achievement or project], resulting in [quantifiable results].
- Strong leadership and communication skills, effectively collaborating with cross-functional teams.

Key Achievements

1. [Achievement 1 - Description]
2. [Achievement 2 - Description]
3. [Achievement 3 - Description]

Professional Development

I have actively sought opportunities for growth, including [certifications, training, or workshops], which I believe have equipped me with the necessary tools to excel in the [specific position/title].

Thank you for considering my portfolio for the internal promotion. I am excited about the opportunity to further contribute to [Company Name], and I look forward to discussing my application in more detail.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]