
**COLLEGE ASSISTANT
REQUEST FOR INTRA - COLLEGE TRANSFER**

TO: Human Resources
1A-201

I wish to be considered for the position of _____,
posted as vacant in the _____ Office as listed
on posting dated _____.

Name of College Assistant _____ Title _____

I am now working in the _____ Office.

My immediate supervisor is _____

The following are the reasons why I should be considered for this position.
(Write a short synopsis of why you are qualified for this particular position and attach your
updated resume).

Signed: _____

Date: _____