

**GITTLESON STAFF  
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 Gittleson \_\_\_\_\_ 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: \_\_\_\_\_