

Career Change Cover Letter

[Your Name]

[City, State]

[Email]

[Phone]

[Date]

[Hiring Manager's Name]

[Company Name]

Dear [Hiring Manager's Name],

I am excited to apply for the [Job Title] position at [Company Name]. Although my background is in [previous field], I am transitioning into [new field] because [reason for career change]. I believe my transferable skills make me a strong fit.

In my previous role at [Previous Company], I developed skills in [list transferable skills: communication, leadership, customer service, organization, problem-solving]. I also achieved [accomplishment], which helped me learn how to [relevant task].

I am eager to bring my energy, motivation, and new knowledge to your team. Thank you for considering my application.

Sincerely,

[Your Name]

