

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to express my interest in the [Job Title] position at [Company's Name], as advertised [where you found the job listing]. With a background in [Your Previous Field/Job Title] and a strong passion for [New Career Field/Industry], I am excited about the opportunity to make a meaningful career change.

Throughout my career, I have developed transferable skills that will benefit your team. In my previous role at [Your Previous Company], I [describe a relevant duty or achievement that showcases your skills]. These experiences have equipped me with the ability to [relevant skills or qualities], which I am eager to apply in a new context.

I am particularly drawn to this position because [mention something specific about the company or role that excites you]. I admire [Company's Name] for [what you admire about the company or its projects] and I am enthusiastic about contributing to [mention any specific goals or values of the company].

I am committed to continuous learning and I have taken steps to gain knowledge in [relevant courses, certifications, or experiences related to the new field]. I am confident that my skills, coupled with my dedication and adaptability, will allow me to contribute positively to your team.

Thank you for considering my application. I would appreciate the opportunity to discuss how my background and enthusiasm can align with the goals of [Company's Name]. I look forward to the possibility of contributing to your organization.

Sincerely,
[Your Name]