

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

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

Dear [Recipient's Name],

I am writing to express my interest in the [specific position title] at [Company's Name] as advertised on [where you found the job posting]. With a background in [your previous career field] and a strong desire to transition into [desired career field], I am eager to bring my skills in [relevant skills] to your team.

Throughout my career in [previous career field], I have developed [mention relevant experience or skills], which I believe would be beneficial for the [specific position] role. For instance, in my previous role at [Previous Company Name], I [briefly describe a relevant achievement or responsibility].

To facilitate my career transition, I have taken proactive steps to [mention any relevant education, certifications, or training you have completed]. These experiences have equipped me with [specific skills or knowledge related to the new field], which I am excited to apply in a new context at [Company's Name].

I am particularly drawn to [Company's Name] because [mention specific reasons related to the company or its projects/values]. I believe that my background in [mention previous skills] combined with my passion for [new career field] aligns well with your team's goals.

I would welcome the opportunity to discuss how my unique background can benefit [Company's Name] and contribute to [mentioned company goals or projects]. Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Warm regards,

[Your Name]

[Your LinkedIn Profile or Portfolio URL (if applicable)]