

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Hiring Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position at [Company's Name] as advertised on [where you found the job posting]. With my diverse background in [Your Previous Industry/Field] and a strong desire to transition into [New Industry/Field], I am excited about the opportunity to contribute to your team.

Throughout my career, I have developed a skill set that includes [list relevant skills], which I believe aligns well with the requirements of the [Job Title] position. My experience in [specific experience relevant to new role] has equipped me with a solid foundation in [skills/competencies related to new role].

I am particularly drawn to [Company's Name] because of [mention a unique aspect about the company or its mission that resonates with you]. I am eager to bring my expertise in [related skills or experiences] to help your team achieve [specific goal or project related to the job].

I am confident that my background in [previous industry] and my passion for [new field] make me a strong candidate for this role. I am enthusiastic about the possibility of discussing how I can contribute to [Company's Name] and support your objectives.

Thank you for considering my application. I look forward to the opportunity to speak with you further.

Sincerely,
[Your Name]