

[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 on [where you found the job posting]. With a background in [Your Current Field/Profession] and a strong passion for [New Career Field], I am excited about the opportunity to contribute to your team and bring my skills in [specific skills relevant to the new position] to [Company's Name].

Throughout my career, I have developed transferable skills such as [list relevant skills or experiences] that I believe would be valuable in the [Job Title] role. [You may include a brief example of a relevant project or achievement].

I am particularly drawn to this position because [explain why you're interested in this role/company]. I am eager to learn and adapt to new challenges and am confident that my enthusiasm and determination will help me succeed in this career transition.

Thank you for considering my application. I look forward to the opportunity to discuss how my background and skills align with the needs of your team.

Sincerely,  
[Your Name]