

[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 [Position Title] at [Company's Name], as advertised [where you found the job listing]. With a background in [Your Current Field/Industry] and a strong passion for [New Field/Industry], I am eager to transition my career and contribute to your team.

Throughout my career, I have developed valuable skills that I believe will benefit [Company's Name]. In my previous role as [Your Current Job Title] at [Your Current Company], I [describe relevant responsibilities, achievements, or skills that transfer to the new position]. This experience has equipped me with [mention skills relevant to the new role], which I am excited to bring to [Company's Name].

I am particularly drawn to this position because [mention something specific about the company or role that attracts you]. I am committed to continuous learning and have taken steps to [mention any relevant courses, certifications, or self-study you have undertaken related to the new field].

I am enthusiastic about the opportunity to bring my unique perspective and skills to [Company's Name] and help [mention a specific goal or value of the company]. I am looking forward to the possibility of discussing how my background, skills, and enthusiasm can contribute to your team. Thank you for considering my application. I hope to discuss my candidacy further in an interview.

Warm regards,
[Your Name]