

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your 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 [where you found the job listing]. With a background in [Your Previous Career Field] and a strong passion for [New Career Field], I am excited about the opportunity to transition into this role and contribute to your team.

Throughout my career, I have developed [specific skills or experiences relevant to the new role], which I believe will be beneficial in [specific tasks or responsibilities related to the new role]. My experience in [mention any relevant experiences or transferable skills] has equipped me with a unique perspective that I can bring to [Company's Name].

I am particularly drawn to this opportunity because [mention specific reasons related to the company or role]. I am eager to leverage my skills in [mention any relevant skills or modern tools] to help drive [mention any relevant goals or projects of the company].

Thank you for considering my application. I look forward to the possibility of discussing my transition to [New Career Field] and how I can contribute to [Company's Name]. I have attached my resume for your review and hope to speak with you soon.

Sincerely,
[Your Name]