

[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 my background in [Your Current Field/Industry] and my passion for [New Field/Industry], I am excited about the opportunity to transition my career and contribute to your team.

In my previous role as [Your Current Job Title] at [Your Current Company], I successfully [mention a notable achievement relevant to the new role]. This experience has equipped me with transferable skills such as [list relevant skills], which I believe will add value to your organization.

I am particularly drawn to [Company's Name] because of [mention something specific about the company or its projects/values that resonates with you]. I am eager to bring my experience and knowledge to your team and contribute to [mention a specific goal or project of the company].

Thank you for considering my application. I look forward to the opportunity to discuss how my skills and experiences can align with the goals of [Company's Name]. Please find my resume attached for further details.

Sincerely,  
[Your Name]