

[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]. After [number] years in [Your Previous Field/Industry], I am eager to transition into [New Field/Industry] and am excited about the opportunity to contribute to your team.

Throughout my career, I have developed a strong skill set in [relevant skills or experiences], which I believe will be beneficial in this new role. Although my background is in [Previous Industry/Role], I have successfully [mention any relevant accomplishments or projects], demonstrating my ability to adapt and thrive in different environments. I am particularly drawn to [Company's Name] because of [specific reason related to the company or its mission], and I am enthusiastic about the prospect of bringing my unique perspective and experiences to your team. I am confident that my [specific skills or attributes] will allow me to excel in the [Job Title] role.

Thank you for considering my application. I look forward to the opportunity to discuss how my background and passion for [New Field/Industry] align with the goals of [Company's Name]. I am eager to bring my skills to your organization and contribute to its success.

Sincerely,  
[Your Name]