

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Your Email Address]  
[Your 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 Previous Field/Industry] and a strong desire to transition into [New Field/Industry], I believe I possess the unique skill set and passion required for this role.

In my previous position at [Your Previous Company], I developed [specific skills or experiences relevant to the new job]. This experience has equipped me with [transferable skills] that are essential for the [Job Title] role. I am particularly drawn to [Company's Name] because of [specific reason related to the company or its mission].

I am committed to [mention any relevant training or education you have pursued to facilitate your career change], and I am excited about the opportunity to contribute my background and skills to your team.

Thank you for considering my application. I look forward to the possibility of discussing how my experiences align with the goals of [Company's Name].

Sincerely,  
[Your Name]