

[Your Name]
[Address]
[Phone Number]
[Email Address]
[LinkedIn Profile]

[Date]

[Hiring Manager Name]
[Title]
[Company Name]
[Company Address]

Dear [Hiring Manager Name],

I am writing to express my interest in the [Job Title] position at [Company Name]. Having spent [Number] years within the [Public Sector Agency Name], I have developed a robust foundation in [Core Skill 1] and [Core Skill 2] that I am eager to translate into a high-impact role within the private sector.

In my current role as [Current Public Sector Title], I successfully [Mention a major achievement involving budget, efficiency, or project management]. While my background is rooted in public service, my approach has always been results-oriented and data-driven. I have consistently demonstrated the ability to navigate complex regulatory environments while maintaining the agility required to meet [Specific Goal/Metric].

I am particularly drawn to [Company Name] because of your reputation for [Specific Company Value or Recent Achievement]. I am confident that my experience in [Specific transferable skill, e.g., stakeholder management, large-scale operations, or policy implementation] will allow me to contribute immediately to your team's success and provide a unique perspective on [Industry-specific challenge].

The transition to a fast-paced corporate environment is a deliberate step in my career, driven by a desire to apply my expertise in [Skill] toward [Company Goal]. I am eager to discuss how my background in public-sector leadership and strategic planning can benefit [Company Name].

Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]