

[Your Full Name]  
[Phone Number]  
[Email Address]  
[LinkedIn Profile URL]  
[City, State]

[Date]  
[Hiring Manager Name]  
[Company Name]  
[Company Address]

Dear [Hiring Manager Name],

I am writing to express my enthusiastic interest in the [Target Job Title] position at [Company Name]. As a professional with [Number] years of experience in [Current/Former Industry], I am currently pivoting my career toward [Target Industry/Field]. I am eager to leverage my proven expertise in [Transferable Skill A] and [Transferable Skill B] to contribute to your team's success.

Throughout my career in [Previous Field], I have developed a robust set of transferable skills that align directly with the requirements of this role. Specifically:

- **[Transferable Skill 1]:** [Briefly describe a specific achievement or responsibility from your past role and explain how it translates to the new role's needs].
- **[Transferable Skill 2]:** [Briefly describe a second achievement, focusing on problem-solving, leadership, or technical crossover].
- **[Transferable Skill 3]:** [Briefly describe a third achievement that demonstrates your adaptability and quick learning curve].

What draws me to [Company Name] specifically is [mention a specific company value, project, or reputation]. My background in [Previous Field] has uniquely prepared me to offer a fresh perspective on [specific challenge in target role], and I am committed to applying my dedication to [Skill/Quality] to help your department achieve its goals.

Thank you for your time and for considering my application. I am eager to discuss how my background and adaptable skill set can benefit [Company Name] in an interview.

Sincerely,

[Your Name]