

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

[Date]

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

Dear [Hiring Manager Name/Hiring Team],

I am writing to express my enthusiastic interest in the **[Job Title]** position at **[Company Name]**. As a professional currently transitioning from a career in **[Previous Industry]** to **[Target Industry]**, I am eager to leverage my foundational skills in **[Skill A]** and **[Skill B]** to contribute to your team as an Associate.

Throughout my previous experience at **[Previous Company]**, I developed a strong proficiency in **[Transferable Skill, e.g., Project Management or Data Analysis]**. Specifically, I **[Briefly describe a major achievement that demonstrates value]**. While my background is in a different field, these core competencies directly translate to the needs of the **[Job Title]** role, particularly in regarding **[Specific Job Requirement]**.

To prepare for this career pivot, I have recently completed **[Certification, Degree, or Coursework]** in **[Field of Study]**. This training has provided me with a technical understanding of **[Tool/Software/Concept]**, which I am ready to apply in a fast-paced professional environment. I am drawn to **[Company Name]** because of your commitment to **[Company Mission/Value]**, and I am confident that my unique perspective and dedication will make me a valuable asset.

Thank you for your time and for considering my application. I look forward to the possibility of discussing how my background and new skills can support the goals of **[Company Name]**.

Sincerely,

[Your Name]