

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

[Current Date]

[Hiring Manager Name]
[Title]
[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]**. Having built a successful foundation in **[Former Industry/Field]**, I am now pivoting my career toward **[Target Department/Industry]** and am eager to apply my transferable skill set to your corporate team.

Throughout my previous experience in **[Previous Role]**, I developed core competencies in **[Transferable Skill 1]** and **[Transferable Skill 2]**. Specifically, my ability to **[Action Verb + Result from previous job]** demonstrates the discipline and professional acumen required to excel in an entry-level role at a high-performance organization like **[Company Name]**.

What draws me to **[Company Name]** is your reputation for **[Specific Company Value or Recent Project]**. I am highly motivated to leverage my background in **[Specific Background Aspect]** to support your team's objectives while quickly mastering the nuances of **[New Field/Target Skill]**. I am a dedicated lifelong learner with a proven track record of adapting to new challenges.

Thank you for your time and for considering a candidate with a diverse professional background. I look forward to the possibility of discussing how my unique perspective and work ethic can contribute to the continued success of **[Company Name]**.

Sincerely,

[Your Signature (if sending by mail)]
[Your Typed Name]