

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

[Date]

[Hiring Manager Name]
[Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Hiring Manager Name],

I am writing to express my strong interest in the **[Job Title]** position at **[Company Name]**. Having recently transitioned from a successful career in **[Previous Industry/Field]**, I am eager to leverage my transferable skills in **[Skill 1]** and **[Skill 2]** to contribute to your team's success.

Throughout my previous experience at **[Previous Company]**, I developed a robust foundation in **[Transferable Competency]**. For instance, I successfully **[Briefly describe a major achievement that relates to the new role]**. This experience taught me how to **[Action verb]** in high-pressure environments, a quality I am certain will allow me to excel in the **[Target Industry]** sector.

To facilitate this career change, I have recently completed **[Certifications/Degrees/Relevant Coursework]**. This training has provided me with technical proficiency in **[Specific Tool or Knowledge Area]**. I am particularly drawn to **[Company Name]** because of your commitment to **[Company Value or Recent Project]**, and I am confident that my unique perspective and disciplined work ethic 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 enthusiasm for **[New Industry]** can benefit your organization.

Sincerely,

[Your Signature]
[Your Printed Name]